

**GLADSTONE CITY COUNCIL MEETING  
CITY HALL COUNCIL CHAMBERS  
January 8, 2019 – 6:30 PM**

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**6:30 p.m.**

CALL TO ORDER  
ROLL CALL  
FLAG SALUTE

**AGENDA ADDITIONS OR CORRECTIONS**

**SWEARING IN OF NEW CITY COUNCIL:** Randy Ripley, Council Position #1; Matt Tracy, Council Position #3; Tracy Todd, Council Position #5 and Mayor Tammy Stempel

**SWEARING IN OF INTERIM POLICE CHIEF:** Kim Yamashita

**ELECTION OF CITY COUNCIL PRESIDENT**

**PRESENTATION:** State of Homelessness in Clackamas County – Vahid Brown, Clackamas County Health, Housing & Human Services

**CONSENT AGENDA:**

1. Approval of December 11, 2018 Regular Meeting Minutes
2. Approval of November Bank Balances
3. Budget Report for Period ending 11-30-2018
4. Approval of November Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for December 2018
7. Resolution No. 1154 – Updating the Master Fee Schedule to include Small Cell Deployment Fees

**CORRESPONDENCE** – none

**REGULAR AGENDA:**

8. **GLADSTONE DOWNTOWN REVITALIZATION PLAN: STRATEGY FOR IMMEDIATE IMPLEMENTATION** – John Southgate, Consultant  
Consider approving the Gladstone Downtown Revitalization Plan: Strategy for Immediate Implementation
9. **RINEARSON NATURAL AREA AGREEMENT**  
Consider authorizing the City Administrator to sign the Declaration of Covenants, Conditions and Restrictions (CC&R's) and grant of irrevocable right of entry for the Rinearson Natural Area
10. **UPDATED OAK LODGE WATER SERVICE DISTRICT (OLWDS) SANITARY SEWER AGREEMENT AND ORDINANCE 1494 – AMENDMENTS TO GLADSTONE MUNICIPAL CODE (GMC) CHAPTER 13.12.040 – CONNECTION FEE DESIGNATION**
  - a. Consider approving a Sanitary Sewer agreement between the City of Gladstone and OLWSD
  - b. Consider approving Ordinance 1494 – amending Chapter 13.12.040 of the GMC - Connection Fee Designation

## **11. APPOINTMENTS TO CITY BOARDS, COMMITTEES AND COMMISSIONS:**

- a. Audit Committee (2 applications received for one position)
- b. Budget Committee (3 applications received for three positions)
- c. Library Advisory Board (1 application received for one position)
- d. Planning Commission (3 applications received for one position)

## **12. CITY COUNCIL LIAISON APPOINTMENTS**

### **BUSINESS CARRIED FORWARD**

### **BUSINESS FROM THE AUDIENCE**

Visitors: This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person. Speakers may not yield their time to others and must fill out a speaker card available in the back of the room prior to making a comment.

### **BUSINESS FROM THE COUNCIL**

### **ADJOURN**

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### **Upcoming Meeting Dates:**

- January 25 and 26, 2019 City Council Strategic Planning Session – time to be determined. Location: Senior Center. This will be a public meeting.
- January 30, 2019 Annual Volunteer Orientation for Boards, Committees and Commissions, 5:30 p.m. - City Hall
- February 12, 2019 Regular City Council Meeting, 6:30 p.m. City Hall Council Chambers



## **CONSENT AGENDA**



## **GLADSTONE CITY COUNCIL MEETING MINUTES of December 11, 2018**

Meeting was called to order at 6:30 PM.

### **ROLL CALL:**

Mayor Tammy Stempel, Councilor Milch, Councilor Neace, Councilor Tracy, Councilor Reisner, Councilor McMahan, Councilor Mersereau

### **ABSENT:**

None

### **STAFF:**

Jacque Betz, City Administrator; Tami Bannick, City Recorder; Reba Crocker, Right-Of-Way Contracts Coordinator; Jim Whynot, Public Works Director; David Doughman, City Attorney

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### **AGENDA ADDITIONS OR CORRECTIONS:**

Ms. Betz said there is an item #8 – the Resolution declaring an emergency relative to water damage at the Gladstone Senior Center. She also wants to add item #9A, which is to amend Ordinance 1495, an Ordinance amending Chapter 2.10 of the Gladstone Municipal Code so that we can do the appointments to committees, commissions, and boards this evening. There is also an item #10B, where they received an application from Mindy Garlington for the Budget Committee. And item #10D, they received an application from Andrew Labonte for the Parks Board.

### **PRESENTATION TO CHIEF JEFF JOLLEY:**

Ms. Betz introduced Chief Jolley and presented him with a gift from the City of Gladstone/Police Department. Chief Jolley has taken another Chief of Police position in the City of Monroe, Washington. She said we are sad to see him go, but this is a great opportunity for him. She read him a poem relating to a career in law enforcement. Mayor Stempel thanked Chief Jolley for all that he has done for the City of Gladstone and wished him the best. Chief Jolley said it was an honor and a privilege to work for Gladstone – he appreciates the opportunity.

Mayor Stempel said a few words about the role of the City Council. She feels it is important for everyone to understand their limitations: they represent the citizens of Gladstone and not their own personal agendas and beliefs. There have been many times when a decision being made doesn't align with what they would like, but after hearing the citizens' desires they have sometimes gone a different direction. That doesn't mean that their beliefs have changed; just that they listened and acted accordingly. There are laws and rules they have to use as the basis of their decisions. They do not have the luxury of randomly making decisions, but instead have to be consistent and take the path that is defensible. They appreciate everyone's time in participating in this process. The Council will hold their comments from Business from the Audience until the end of the meeting. Her goal is to keep the meeting respectful and engaging and she hopes everyone will help her do that.

She said there will be a format change that will be implemented in January. They usually have general business from the audience in the beginning of meetings and hold Council comment until the end of the meetings. She also allows public testimony during the individual agenda items, which she will continue to do. However, business from the audience will now be at the end of the meetings so that the Council members can immediately comment and do any follow up that is necessary. She hopes this will help with the flow of the meetings.

### **BUSINESS FROM THE AUDIENCE:**

None.

**CONSENT AGENDA:**

1. Approval of November 13, 2018 Regular Meeting Minutes and November 27, 2018 Special Meeting Minutes
2. Approval of October Bank Balances
3. Budget Report for Period ending 10-31-2018
4. Approval of October Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for November 2018

*Councilor McMahon made a motion to approve the Consent Agenda. Motion was seconded by Councilor Milch. Motion passed unanimously.*

**CORRESPONDENCE:**

None.

**PUBLIC HEARING:**

7. **ORDINANCE 1493 – AMENDING GLADSTONE MUNICIPAL CODE (GMC) CHAPTER 12.24 PERTAINING TO THE RIGHTS-OF-WAY:**

Reba Crocker, Right-of-Way Contracts Coordinator, presented the updates to the Municipal Code for the right-of-way management. The code was adopted in 2016. Since it was adopted there have not been any updates. The updates have been needed because of the changes in technology and laws. Most of the updates are housekeeping – they may be needed yearly. Councilor Reisner asked if the fees that the City gets from this also pertain to the City enterprise funds (sewer/water/storm water) – Ms. Betz confirmed that the City does charge itself for those; however, this ordinance pertains to telecommunication providers.

**Public Testimony:**

None.

*Councilor Milch made a motion to close the public hearing. Motion was seconded by Councilor Reisner. Motion passed unanimously.*

*Councilor Milch made a motion to adopt Ordinance 1493, an Ordinance amending Gladstone Municipal Code (GMC) Chapter 12.24 Utility Services, pertaining to Rights-of-Way. Motion was seconded by Councilor McMahon. Motion passed unanimously.*

*Councilor McMahon made a motion to adopt Ordinance 1493, an Ordinance amending Gladstone Municipal Code (GMC) Chapter 12.24 Utility Services, pertaining to the Rights-of-Way. Motion was seconded by Councilor Milch. Ms. Bannick took a roll call vote: Councilor Milch – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor McMahon – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.*

**REGULAR AGENDA:**

8. **RESOLUTION 1153 – A RESOLUTION DECLARING AN EMERGENCY RELATIVE TO WATER DAMAGE OF THE GLADSTONE SENIOR CENTER AUTHORIZING EMERGENCY PROCUREMENTS TO REMEDIATE THE AFFECTED AREAS:**

Ms. Betz said there was an incident that occurred at the Senior Center on October 25<sup>th</sup> where there was a significant amount of water damage (penetrated holes in roof/walls) and Serve Pro

came out several times. The City is also having the roof replaced, which is a separate process. The roofer has until the end of December to complete that project. They are not currently able to operate out of the Senior Center. By approving this resolution it would authorize her at the City Administrator to informally seek quotes for a contractor to come in and do the repair work at the Senior Center – work that would be covered by CIS insurance providers. The information they received last week regarding the environmental assessment will not require them to close the Senior Center down. They should be able to use the East Room in the next few weeks, however, they want to wait until Colin is back to work before they put that plan together. They appreciate the patience of the people who use the Senior Center. Councilor Milch asked if CIS had preferred providers for this work – Ms. Betz said they could help us attract contractors who would like to bid but there are not a lot of available contractors right now. Councilor Reisner said he is concerned about the use of the emergency clause, but understanding how important the Senior Center is to the community he feels we need to expedite this process. He is disappointed that this whole thing happened in the first place. Ms. Betz said they have filed a claim on the bond for the contractor that is currently doing the work and they are monitoring that very closely. They are mitigating the roof matters as much as possible. Councilor McMahan said this is a huge burden on the seniors – they haven't been able to come in for almost a month and a half. It effects the delivery of meals.

*Councilor McMahan made a motion to approve Resolution 1153, a Resolution declaring an emergency relative to water damage in the Gladstone Senior Center and authorizing emergency procurements to remediate the effected areas. Motion was seconded by Councilor Tracy. Motion passed unanimously.*

**9. RESOLUTION 1152 – ADOPTING A REVISED MASTER FEE SCHEDULE:**

Ms. Betz said typically Gladstone likes to update its Master Fee Schedule either at the end of December and sometimes also at the end of the fiscal year in June. The staff report covers the areas that are being changed in regard to a revised water rate fee that was approved in the last budget cycle. There are also some right-of-way licensing changes and policy changes regarding business license fee changes that have been incorporated. Mr. Whynot confirmed that the City's utilities (water/sewer/storm water) pay the right-of-way fee. He said that all the fees the utilities that are in the streets are paying help pay to repair the streets. Councilor Tracy wanted to confirm that the 3% increase is for all utilities, including telecom – Mr. Whynot said it is all across the board.

*Councilor McMahan made a motion to approve Resolution 1152, a Resolution repealing the Master Fee Schedule adopted under Resolution No. 1143 and adopting a new Master Fee Schedule. Motion was seconded by Councilor Tracy.*

Discussion: Councilor Milch said he has been following some social media conversation regarding the water rates/changes effective January 1, 2019 – a lot of people are concerned that the minimum charge is based on usage of 600 cubic feet of water per month. A lot of people say their typical usage is more like 3 units rather than 6 so it doesn't provide much incentive to conserve water. He hopes that at some point in the future we might want to consider the viability of changing the minimum usage amount to a lower number. Mr. Whynot explained that it's a pretty common billing process locally. He said it's a more stable revenue source. He said if we want to look at that we would need to do a more in depth rate study. Councilor Tracy feels it is important to let the citizens know what Public Works is dealing with on a daily basis. *Motion passed unanimously.*

**9. (A) - AMEND ORDINANCE 1484 EXHIBIT A, AN ORDINANCE ADOPTING NEW CODE CHAPTERS GOVERNING THE ESTABLISHMENT OF AND APPOINTMENT TO BOARDS, COMMISSIONS, AND COMMITTEES AND REPEALING ALL PRIOR CODE AND ADMINISTRATIVE PROVISIONS REGARDING THE SAME AND DECLARING AN EMERGENCY:**

Ms. Betz said that last year they did a very comprehensive review of the Boards, Commissions, and Committees responsibilities. They also did a comprehensive review of the City Council Rules. They adopted a new ordinance and a new resolution. There were two inconsistencies. In order to move on with the appointments of the volunteers to the boards, commissions and committees tonight they would like the Council to consider making amendments to the ordinance. This doesn't effect the Library Board – they should have been recruiting for seven members, but they only recruited for five members; therefore tonight there is an amended agenda where there are actually three openings on the Library Board. On agenda item #10 it says individuals may not be appointed to more than two boards, commissions, or committees at one time. If an individual is serving on more than one board, commission, or committee they may not serve as the chair of both. The Council Rules state the same thing, but it adds that this limitation does not apply to service on the City Budget Committee – that was inadvertently not placed into the ordinance so they are asking the Council to include/add that sentence into item #10. Section 11 in the current ordinance says no more than one individual from a household may be appointed to serve on a specific board, commission, or committee at one time. They would like the Council to consider removing that item from the ordinance; otherwise they will have to make some changes to two members who are currently on the Budget Committee. They have a simplified ordinance amendment for the Council to consider those two changes – she and Mr. Doughman went over the options. Councilor Milch feels that two people who live in the same household ought to be able to serve on the same committee. Councilor Reisner disagrees with taking out 11 because there was a lot of discussion in regard to having two family members on the same committee. Ms. Betz said the issue is that there could be two people living at the same address who aren't married or related. The majority of the Council supported the two changes. There was discussion regarding options/effective dates.

*Councilor McMahon made a motion to approve Ordinance 1495, an Ordinance amending Chapter 2.10 of the Gladstone Municipal Code (GMC) with an effective date of January 8, 2019. Motion was seconded by Councilor Milch. Ms. Bannick took a roll call vote: Councilor Milch – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor McMahon – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.*

*Mr. Doughman gave a second reading of the Ordinance. Ms. Bannick took a roll call vote: Councilor Milch – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor McMahon – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.*

**10. APPOINTMENTS TO CITY BOARDS, COMMITTEES AND COMMISSIONS:**

Ms. Betz said they will go through each opening/position. There will be volunteer orientation at 5:30 P.M. on January 30<sup>th</sup> in the Council Chambers.

- a) Audit Committee (one applicant/one position: Steve Johnson): Mayor Stempel – no. Councilor Milch – yes. Councilor Neace – yes. Councilor Tracy – no. Councilor Reisner – no. Councilor McMahon – no. Councilor Mersereau – yes.

There was discussion regarding application deadlines. It was agreed to accept applications that are received after the deadline.

- b) Budget Committee (one applicant/three positions: Steve Johnson, Mindy Garlington): Ms. Betz said they can't appoint Ms. Garlington until after the January 8<sup>th</sup> meeting. Mayor Stempel – no. Councilor Milch – no. Councilor Neace – no. Councilor Tracy – no. Councilor Reisner – no. Councilor McMahon – yes. Councilor Mersereau – yes.
- c) Library Advisory Board (2 applicants/one position: Michael Milch, Natalie Smith): Mayor Stempel – yes for both. Councilor Milch – yes for Natalie Smith. Councilor Neace – yes for both. Councilor Tracy – yes for both. Councilor Reisner – yes for both. Councilor McMahon – yes for both. Councilor Mersereau – yes for both.
- d) Park and Recreation Advisory Board (3 applicants/one position: Colson, Proctor, Labonte): Mayor Stempel – Colson. Councilor Milch – Proctor. Councilor Neace – Proctor. Councilor Tracy – Proctor. Councilor Reisner – Proctor. Councilor McMahon – Proctor. Councilor Mersereau – Proctor.
- e) Planning Commission (4 applicants/one position: Coy, Johnson, Milch, Poole): Mayor Stempel – Milch. Councilor Neace – Milch. Councilor Tracy – Poole. Councilor Reisner – Coy. Councilor McMahon – Milch. Councilor Mersereau – Poole. A second vote between the top two: Mayor Stempel – Milch. Councilor Neace – Poole. Councilor Tracy – Poole. Councilor Reisner – Milch. Councilor McMahon – Milch. Councilor Mersereau – Poole.

Mr. Doughman went over the options for making a selection. Councilor McMahon made a motion to leave the vote for the vacant Planning Commission position open. Motion was seconded by Councilor Reisner. Motion passed (5-2).

- f) Senior Center Advisory Board (2 applicants/two positions: McMullin and Nelson): Mayor Stempel – recused. Councilor Milch – yes on both. Councilor Neace – McMullin. Councilor Tracy – yes on both. Councilor Reisner – yes on both. Councilor McMahon – yes on both. Councilor Mersereau – yes on both.
- g) Traffic Safety Advisory Board (2 applicants/one position: Hurita and Moore): Mayor Stempel – Moore. Councilor Milch – Moore. Councilor Neace – Moore. Councilor Tracy – Moore. Councilor Reisner – Moore. Councilor McMahon – Moore. Councilor Mersereau – Moore.

Ms. Betz said they will continue to advertise for the Audit Committee, Library Board, and Budget Committee. They will reconsider the Planning Commission appointment on January 8<sup>th</sup>. She asked for clarification regarding the deadline for applications. Mayor Stempel suggested the deadline be the day they get their packets, which would be January 2<sup>nd</sup>, 2019.

**PRESENTATION TO CITY COUNCILOR PAT MCMAHON AND CITY COUNCILOR**

**MICHAEL MILCH:**

Mayor Stempel presented plaques to the Councilors expressing sincere appreciation for everything they have done. She said that Councilor Milch truly values what makes the City great and has always pursued what is best without any hidden agenda. She said that Councilor McMahon has served a long time and has always put the City first. Councilor Milch said he knew Councilor McMahon before he served on the Council and his volunteer work was one of the inspirations for him getting started. Councilor Tracy said he has learned a lot from the two Councilors. Councilor Reisner appreciates the homework that Councilor Milch did. Councilor Mersereau thanked both Councilors for their help.

**BUSINESS CARRIED FORWARD:**

Ms. Betz said in reference to the proposed warming shelter at the Hillside Church that after the last Council meeting they set up a meeting with the pastor of the church, various members of the church, Clackamas County Building officials, Planning Director, Senior Planner, Police Chief, Fire Chief, Fire Marshal and herself. They talked through what went wrong and what they could do better. She wants everyone to understand that the pastor had no intentions of creating the debacle that occurred – he didn’t understand that there was a conditional use permit process. Currently he has not decided whether or not he wants to go forward with the warming center, but he does understand that if he does there is a land use process that he will have to go through whereas the neighboring community will be invited to provide public comment. The church is actively assisting another facility outside of Clackamas County. They are currently not a warming center and they have no plans to do so. They are a church and they are allowed to have people coming and going and they are providing a service. She wanted to assure everyone that the pastor does care very much about citizen input.

**BUSINESS FROM THE COUNCIL:**

**Councilor Reisner:**

He said it recently came to his attention that we renewed our service contract with Sisul Engineering. He didn’t remember if we had done a request for qualification when they were appointed the first time. He wanted to ask that if there hasn’t been that we ask staff to initiate a request for qualifications for a city engineer. Ms. Betz said it would be an excellent time to talk about that and also legal services. She said that under the charter the City Administrator and the City Attorney are under their purview. She feels these should be suggestions that come during the strategic planning session at the January 25<sup>th</sup>, 2019 meeting.

Councilor Reisner wished everyone safe holidays.

**Councilor McMahon:**

He said when he ran four years ago he ran to get a civic building. The previous City Councils could not seem to vote and get a new building built so he feels that one of his greatest accomplishments is being part of a team that’s going to get a new City Hall and a new Police station built. When the Rinearson Pond project came to him three years ago he thought it was a “pie in the sky” and now it’s done. They have done a phenomenal job in there and if we don’t get a penny out of it they did us a huge favor by taking care of a potential liability for the City in the long run. He is most proud of the employees that have been hired over the last four years – that is what is going to drive this city forward to continue making improvements. He is very proud that Chief Jolley got the job that he did and was very disappointed that some Councilor made comments to his new employer that were probably uncalled for.

**Councilor Mersereau:**

He wished everyone a merry Christmas and happy New Year.

**Mayor Stempel:**

She wanted to thank everyone who helped with the Holiday Tree Lighting party. Even though it rained like crazy it stopped raining while they lit the tree. There was a great turn out. They are going to start planning next year’s party in February – if anyone wants to help, let her know.

**ADJOURN:**

Meeting was adjourned at approximately 8:00 P.M.

Approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

\_\_\_\_\_  
Tamara Stempel, Mayor

\_\_\_\_\_  
Tami Bannick, City Recorder

<b>BANK BALANCES</b>						
Month Ending Balance						
<b>Bank</b>	<b>July 2018</b>	<b>August 2018</b>	<b>September 2018</b>	<b>October 2018</b>	<b>November 2018</b>	<b>December 2018</b>
<b>LGIP -City Of Gladstone #4472</b>	\$ 8,035,092.04	\$ 7,077,290.87	\$ 7,330,190.63	\$ 7,204,869.17	\$ 10,330,272.64	
<b>LGIP - Urban Renewal Agency #4650</b>	7,380,826.41	13,903,020.95	13,952,945.55	13,984,160.68	14,683,565.34	
<b>Checking Accounts:</b>						
<b>General Fund <sup>1)</sup></b>	3,115,967.05	401,118.15	204,109.12	151,905.74	203,864.34	
<b>Urban Renewal <sup>1)</sup></b>	3,816,920.33	316,927.81	316,930.41	128,849.61	128,850.66	
<b>Municipal Court</b>	40,851.67	49,238.16	39,792.55	42,755.85	66,055.10	
<b>Totals</b>	<b>\$ 22,389,657.50</b>	<b>\$ 21,747,595.94</b>	<b>\$ 21,843,968.26</b>	<b>\$ 21,512,541.05</b>	<b>\$ 25,412,608.08</b>	<b>\$ -</b>
<sup>1)</sup> Borrowing closed on 07/31/18 - moved to LGIP in August						
<b>Bank</b>	<b>January 2019</b>	<b>February 2019</b>	<b>March 2019</b>	<b>April 2019</b>	<b>May 2019</b>	<b>June 2019</b>
<b>LGIP -City Of Gladstone #4472</b>						
<b>LGIP - Urban Renewal Agency #4650</b>						
<b>Checking Accounts:</b>						
<b>General Fund</b>						
<b>Urban Renewal</b>						
<b>Municipal Court</b>						
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 100 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">100-000-309999</a>	BEGINNING FUND BALANCE	3,270,000.00	3,270,000.00	0.00	0.00	-3,270,000.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>3,270,000.00</b>	<b>3,270,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,270,000.00</b>	<b>0.00 %</b>
<b>RptType: 3100 - LOCAL TAXES</b>							
<a href="#">100-000-310010</a>	CURRENT YEAR TAXES	3,874,318.00	3,874,318.00	2,988,785.03	2,988,785.03	-885,532.97	77.14 %
<a href="#">100-000-310050</a>	PRIOR YEAR TAXES	110,000.00	110,000.00	8,362.61	14,911.76	-95,088.24	13.56 %
<a href="#">100-000-311030</a>	LIBRARY DISTRICT REVENUE	740,778.00	740,778.00	0.00	0.00	-740,778.00	0.00 %
<a href="#">100-000-314045</a>	TRANSIENT LODGING TAX	2,000.00	2,000.00	13,677.41	68,123.44	66,123.44	3,406.17 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>4,727,096.00</b>	<b>4,727,096.00</b>	<b>3,010,825.05</b>	<b>3,071,820.23</b>	<b>-1,655,275.77</b>	<b>64.98 %</b>
<b>RptType: 3110 - STATE SHARED TAXES</b>							
<a href="#">100-000-310170</a>	STATE REVENUE SHARING	0.00	0.00	0.00	30,384.19	30,384.19	0.00 %
<a href="#">100-000-311010</a>	ALCOHOL TAX REVENUE	206,000.00	206,000.00	16,755.32	69,580.42	-136,419.58	33.78 %
<a href="#">100-000-311015</a>	MARIJUANA TAX	0.00	0.00	0.00	18,547.88	18,547.88	0.00 %
<a href="#">100-000-311020</a>	CIGARETTE TAX REVENUE	14,000.00	14,000.00	0.00	3,966.08	-10,033.92	28.33 %
	<b>RptType: 3110 - STATE SHARED TAXES Total:</b>	<b>220,000.00</b>	<b>220,000.00</b>	<b>16,755.32</b>	<b>122,478.57</b>	<b>-97,521.43</b>	<b>55.67 %</b>
<b>RptType: 3120 - RIGHT OF WAY FEES</b>							
<a href="#">100-000-312010</a>	GLADSTONE DISPOSAL FRANCHISE FEE	100,000.00	100,000.00	0.00	29,862.19	-70,137.81	29.86 %
<a href="#">100-000-312025</a>	PGE FRANCHISE FEES	300,000.00	300,000.00	0.00	0.00	-300,000.00	0.00 %
<a href="#">100-000-312030</a>	NW NATURAL GAS FRANCHISE FEE	78,000.00	78,000.00	0.00	0.00	-78,000.00	0.00 %
<a href="#">100-000-312035</a>	CENTURY LINK FRANCHISE FEE	25,000.00	25,000.00	0.00	0.00	-25,000.00	0.00 %
<a href="#">100-000-312040</a>	COMCAST CABLE TV FRANCHISE FE	165,000.00	165,000.00	0.00	0.00	-165,000.00	0.00 %
<a href="#">100-000-312050</a>	RIGHT OF WAY FEES	225,000.00	225,000.00	68,212.93	75,541.71	-149,458.29	33.57 %
	<b>RptType: 3120 - RIGHT OF WAY FEES Total:</b>	<b>893,000.00</b>	<b>893,000.00</b>	<b>68,212.93</b>	<b>105,403.90</b>	<b>-787,596.10</b>	<b>11.80 %</b>
<b>RptType: 3130 - LICENSES AND PERMITS</b>							
<a href="#">100-000-313010</a>	BUSINESS LICENSE FEES	125,000.00	125,000.00	810.00	6,210.00	-118,790.00	4.97 %
<a href="#">100-000-313015</a>	LIQUOR LICENSE RENEWALS	1,000.00	1,000.00	0.00	105.00	-895.00	10.50 %
<a href="#">100-000-313020</a>	ALARM PERMITS	3,500.00	3,500.00	250.00	1,275.00	-2,225.00	36.43 %
	<b>RptType: 3130 - LICENSES AND PERMITS Total:</b>	<b>129,500.00</b>	<b>129,500.00</b>	<b>1,060.00</b>	<b>7,590.00</b>	<b>-121,910.00</b>	<b>5.86 %</b>
<b>RptType: 3140 - CHARGES FOR SERVICES</b>							
<a href="#">100-000-314010</a>	RECREATION FEES	3,000.00	3,000.00	0.00	798.16	-2,201.84	26.61 %
<a href="#">100-000-314015</a>	SENIOR CENTER BUILDING RENTAL FE...	3,500.00	3,500.00	245.00	3,521.75	21.75	100.62 %
<a href="#">100-000-314020</a>	PLANNING APPLICATION FEES	30,000.00	30,000.00	0.00	5,905.00	-24,095.00	19.68 %
<a href="#">100-000-314025</a>	SOCIAL SERVICES CONTRACT	32,000.00	32,000.00	0.00	0.00	-32,000.00	0.00 %
<a href="#">100-000-314030</a>	LIEN SEARCH FEES	4,200.00	4,200.00	300.00	3,000.00	-1,200.00	71.43 %
<a href="#">100-000-314040</a>	ALL OTHER LIBRARY RECEIPTS	25,000.00	25,000.00	859.64	6,741.03	-18,258.97	26.96 %
	<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>	<b>97,700.00</b>	<b>97,700.00</b>	<b>1,404.64</b>	<b>19,965.94</b>	<b>-77,734.06</b>	<b>20.44 %</b>
<b>RptType: 3141 - SDC</b>							
<a href="#">100-000-314110</a>	PARK SDC FEES	0.00	0.00	0.00	19,411.00	19,411.00	0.00 %
	<b>RptType: 3141 - SDC Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,411.00</b>	<b>19,411.00</b>	<b>0.00 %</b>
<b>RptType: 3150 - GRANTS</b>							
<a href="#">100-000-315040</a>	FIRE GRANTS	257,020.00	257,020.00	47,930.36	103,006.01	-154,013.99	40.08 %
<a href="#">100-000-315050</a>	READY TO READ/STATE AID LIBRARY	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
<a href="#">100-000-315055</a>	MARINE BOARD MAINTENANCE GRA...	5,400.00	5,400.00	0.00	0.00	-5,400.00	0.00 %
<a href="#">100-000-315070</a>	SR. CENTER FEDERAL FUNDS	0.00	0.00	3,999.74	12,007.75	12,007.75	0.00 %
	<b>RptType: 3150 - GRANTS Total:</b>	<b>265,420.00</b>	<b>265,420.00</b>	<b>51,930.10</b>	<b>115,013.76</b>	<b>-150,406.24</b>	<b>43.33 %</b>

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>RptType: 3160 - DEBT SERVICE PROCEEDS</b>							
<a href="#">100-000-381000</a>	OFS-DEBT PROCEEDS	0.00	3,000,000.00	0.00	3,000,000.00	0.00	100.00 %
	<b>RptType: 3160 - DEBT SERVICE PROCEEDS Total:</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>RptType: 3260 - FINES AND FORFEITURES</b>							
<a href="#">100-000-326010</a>	COURT FINES & FORFEITURES	356,400.00	356,400.00	34,022.51	180,835.65	-175,564.35	50.74 %
	<b>RptType: 3260 - FINES AND FORFEITURES Total:</b>	<b>356,400.00</b>	<b>356,400.00</b>	<b>34,022.51</b>	<b>180,835.65</b>	<b>-175,564.35</b>	<b>50.74 %</b>
<b>RptType: 3301 - INTEREST</b>							
<a href="#">100-000-330100</a>	INTEREST	65,000.00	65,000.00	16,237.76	72,991.34	7,991.34	112.29 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>16,237.76</b>	<b>72,991.34</b>	<b>7,991.34</b>	<b>112.29 %</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">100-000-360000</a>	ALL OTHER GF RECEIPTS	122,000.00	122,000.00	3,802.11	33,948.96	-88,051.04	27.83 %
<a href="#">100-000-361014</a>	FIRE TRAINING REIMBURSEMENT	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
<a href="#">100-000-361016</a>	FIRST RESPONDER SUPPLIES REIMB	6,000.00	6,000.00	0.00	1,850.00	-4,150.00	30.83 %
<a href="#">100-000-361041</a>	LIBRARY FOUNDATION - FUNDED PR...	5,000.00	5,000.00	0.00	5,000.00	0.00	100.00 %
<a href="#">100-000-362210</a>	SENIOR CENTER BEQUESTS	0.00	0.00	0.00	9,332.00	9,332.00	0.00 %
<a href="#">100-000-362212</a>	TRAM TRIPS	2,000.00	2,000.00	340.00	4,317.82	2,317.82	215.89 %
<a href="#">100-000-362213</a>	MEAL CHARGES	5,000.00	5,000.00	1,634.74	7,464.75	2,464.75	149.30 %
<a href="#">100-000-362214</a>	MEDICAID FUNDS	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>161,000.00</b>	<b>161,000.00</b>	<b>5,776.85</b>	<b>61,913.53</b>	<b>-99,086.47</b>	<b>38.46 %</b>
<b>RptType: 3700 - OTHER</b>							
<a href="#">100-000-371000</a>	SALE OF SURPLUS EQUIP/PROPERTY	15,000.00	15,000.00	0.00	156,054.94	141,054.94	1,040.37 %
	<b>RptType: 3700 - OTHER Total:</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>156,054.94</b>	<b>141,054.94</b>	<b>1,040.37 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>10,200,116.00</b>	<b>13,200,116.00</b>	<b>3,206,225.16</b>	<b>6,933,478.86</b>	<b>-6,266,637.14</b>	<b>52.53 %</b>
<b>Department: 910 - TRANSFER IN</b>							
<b>RptType: 3990 - TRANSFERS IN</b>							
<a href="#">100-910-399205</a>	TRANSFER IN FROM STREET FUND	66,105.00	66,105.00	0.00	0.00	-66,105.00	0.00 %
<a href="#">100-910-399228</a>	TRANSFER IN FROM POLICE LEVY	14,990.00	14,990.00	0.00	0.00	-14,990.00	0.00 %
<a href="#">100-910-399229</a>	TRANSFER IN FROM FIRE LEVY	6,300.00	6,300.00	0.00	0.00	-6,300.00	0.00 %
<a href="#">100-910-399390</a>	TRANSFER IN FROM URBAN RENEWAL	0.00	45,250.00	0.00	0.00	-45,250.00	0.00 %
<a href="#">100-910-399730</a>	TRANSFER IN FROM SEWER FUND	28,620.00	28,620.00	0.00	0.00	-28,620.00	0.00 %
<a href="#">100-910-399740</a>	TRANSFER IN FROM WATER FUND	16,025.00	16,025.00	0.00	0.00	-16,025.00	0.00 %
<a href="#">100-910-399750</a>	TRANSFER IN FROM STORM WATER	20,350.00	20,350.00	0.00	0.00	-20,350.00	0.00 %
	<b>RptType: 3990 - TRANSFERS IN Total:</b>	<b>152,390.00</b>	<b>197,640.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-197,640.00</b>	<b>0.00 %</b>
	<b>Department: 910 - TRANSFER IN Total:</b>	<b>152,390.00</b>	<b>197,640.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-197,640.00</b>	<b>0.00 %</b>
	<b>Revenue Total:</b>	<b>10,352,506.00</b>	<b>13,397,756.00</b>	<b>3,206,225.16</b>	<b>6,933,478.86</b>	<b>-6,464,277.14</b>	<b>51.75 %</b>
<b>Expense</b>							
<b>Department: 121 - ADMIN</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-121-431010</a>	CITY ADMINISTRATOR	142,000.00	142,000.00	11,794.20	53,794.20	88,205.80	37.88 %
<a href="#">100-121-431020</a>	CITY RECORDER	109,500.00	109,500.00	9,352.00	54,320.00	55,180.00	49.61 %
<a href="#">100-121-431070</a>	OFFICE ASSISTANT	82,895.00	82,895.00	5,255.70	23,063.97	59,831.03	27.82 %
<a href="#">100-121-431500</a>	ACCOUNTING CLERK	121,200.00	121,200.00	6,513.65	33,371.93	87,828.07	27.53 %
<a href="#">100-121-450100</a>	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">100-121-450500</a>	CAREER RECOGNITION PAY	3,200.00	3,200.00	149.15	780.45	2,419.55	24.39 %
<a href="#">100-121-470000</a>	ASSOCIATED PAYROLL COSTS	267,200.00	267,200.00	15,999.17	75,272.91	191,927.09	28.17 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>726,995.00</b>	<b>726,995.00</b>	<b>49,063.87</b>	<b>240,603.46</b>	<b>486,391.54</b>	<b>33.10 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-121-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	247,107.00	247,107.00	14,020.00	58,639.62	188,467.38	23.73 %
<a href="#">100-121-500120</a>	MUNICIPAL AUDIT CONTRACT	40,000.00	40,000.00	0.00	13,000.00	27,000.00	32.50 %
<a href="#">100-121-500130</a>	LEGAL FEES	188,000.00	188,000.00	5,585.59	25,491.53	162,508.47	13.56 %
<a href="#">100-121-500210</a>	COMPUTER/TECHNOLOGY SERVICES	66,000.00	66,000.00	0.00	17,144.67	48,855.33	25.98 %
<a href="#">100-121-500490</a>	COUNCIL ACTIVITIES	10,000.00	10,000.00	0.00	583.24	9,416.76	5.83 %
<a href="#">100-121-500491</a>	OUTSIDE AGENCY REQUESTS	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00 %
<a href="#">100-121-500492</a>	COUNTY PLANNING SERVICES CONTR...	65,000.00	65,000.00	0.00	34,170.32	30,829.68	52.57 %
<a href="#">100-121-510020</a>	COMM PROMOTIONS/BUSINESS DEV	232,000.00	232,000.00	3,150.00	3,600.00	228,400.00	1.55 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-121-520120</a>	BANK CHARGES	4,500.00	4,500.00	428.38	1,888.48	2,611.52	41.97 %
<a href="#">100-121-520310</a>	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	0.00	562.50	-562.50	0.00 %
<a href="#">100-121-520320</a>	FLEET FUEL, MAINTENANCE & REPAIR	1,500.00	1,500.00	25.93	25.93	1,474.07	1.73 %
<a href="#">100-121-520400</a>	OFFICE SUPPLIES & EQUIPMENT	27,255.00	27,255.00	1,832.98	7,231.24	20,023.76	26.53 %
<a href="#">100-121-520450</a>	CITY NEWSLETTER	33,600.00	33,600.00	4,414.25	13,476.25	20,123.75	40.11 %
<a href="#">100-121-530000</a>	FIRE & LIABILITY INSURANCE	160,000.00	160,000.00	0.00	156,548.11	3,451.89	97.84 %
<a href="#">100-121-530200</a>	EMERGENCY MANAGEMENT	25,750.00	25,750.00	42.75	128.25	25,621.75	0.50 %
<a href="#">100-121-540110</a>	EMPLOYEE APPRECIATION	1,700.00	1,700.00	62.00	455.01	1,244.99	26.77 %
<a href="#">100-121-540120</a>	PERSONNEL RECRUITMENT	17,700.00	17,700.00	6.00	573.00	17,127.00	3.24 %
<a href="#">100-121-540200</a>	DUES & MEMBERSHIPS	12,500.00	12,500.00	547.54	10,268.68	2,231.32	82.15 %
<a href="#">100-121-540220</a>	TRAVEL, CONFERENCES & TRAINING	12,700.00	12,700.00	1,068.56	2,363.30	10,336.70	18.61 %
<a href="#">100-121-540230</a>	MILEAGE REIMBURSEMENT	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<a href="#">100-121-542000</a>	PUBLICATIONS & SUBSCRIPTIONS	15,000.00	15,000.00	0.00	3,666.97	11,333.03	24.45 %
<a href="#">100-121-560120</a>	TELEPHONES	14,000.00	14,000.00	871.35	4,118.01	9,881.99	29.41 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>1,178,062.00</b>	<b>1,178,062.00</b>	<b>32,055.33</b>	<b>353,935.11</b>	<b>824,126.89</b>	<b>30.04 %</b>
<b>Department: 121 - ADMIN Total:</b>		<b>1,905,057.00</b>	<b>1,905,057.00</b>	<b>81,119.20</b>	<b>594,538.57</b>	<b>1,310,518.43</b>	<b>31.21 %</b>
<b>Department: 124 - FACILITIES</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-124-437050</a>	PUBLIC WORKS SUPERVISOR	7,800.00	7,800.00	700.79	3,376.93	4,423.07	43.29 %
<a href="#">100-124-437070</a>	UTILITY WORKER, JOURNEY	33,000.00	33,000.00	1,983.00	10,146.80	22,853.20	30.75 %
<a href="#">100-124-439011</a>	SEASONAL HELP	8,500.00	8,500.00	0.00	4,758.53	3,741.47	55.98 %
<a href="#">100-124-450100</a>	OVERTIME	1,000.00	1,000.00	11.23	163.28	836.72	16.33 %
<a href="#">100-124-470000</a>	ASSOCIATED PAYROLL COSTS	1,450.00	1,450.00	1,094.32	6,101.59	-4,651.59	420.80 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>51,750.00</b>	<b>51,750.00</b>	<b>3,789.34</b>	<b>24,547.13</b>	<b>27,202.87</b>	<b>47.43 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-124-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	47,000.00	47,000.00	2,567.35	13,559.00	33,441.00	28.85 %
<a href="#">100-124-520130</a>	OPERATIONS, MAINTENANCE & REPA...	29,000.00	29,000.00	2,224.93	10,693.47	18,306.53	36.87 %
<a href="#">100-124-520322</a>	GENERATOR FUEL	1,600.00	1,600.00	0.00	0.00	1,600.00	0.00 %
<a href="#">100-124-540220</a>	TRAVEL, CONFERENCES& TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">100-124-540300</a>	SMALL TOOLS, EQUIPMENT & SAFETY...	7,400.00	7,400.00	139.95	372.74	7,027.26	5.04 %
<a href="#">100-124-560100</a>	UTILITIES	52,500.00	52,500.00	6,688.03	27,700.54	24,799.46	52.76 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>138,500.00</b>	<b>138,500.00</b>	<b>11,620.26</b>	<b>52,325.75</b>	<b>86,174.25</b>	<b>37.78 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-124-641010</a>	BUILDING REPAIR	0.00	0.00	21,680.00	31,012.00	-31,012.00	0.00 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>21,680.00</b>	<b>31,012.00</b>	<b>-31,012.00</b>	<b>0.00 %</b>
<b>Department: 124 - FACILITIES Total:</b>		<b>190,250.00</b>	<b>190,250.00</b>	<b>37,089.60</b>	<b>107,884.88</b>	<b>82,365.12</b>	<b>56.71 %</b>
<b>Department: 220 - COURT</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-220-432020</a>	MUNICIPAL COURT CLERK	61,000.00	61,000.00	4,955.33	24,776.65	36,223.35	40.62 %
<a href="#">100-220-432035</a>	ASSISTANT COURT CLERK	22,600.00	22,600.00	3,915.53	20,845.59	1,754.41	92.24 %
<a href="#">100-220-450100</a>	OVERTIME	800.00	800.00	0.00	0.00	800.00	0.00 %
<a href="#">100-220-450500</a>	CAREER RECOGNITION PAY	580.00	580.00	0.00	0.00	580.00	0.00 %
<a href="#">100-220-470000</a>	ASSOCIATED PAYROLL COSTS	57,000.00	57,000.00	4,298.93	21,929.96	35,070.04	38.47 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>141,980.00</b>	<b>141,980.00</b>	<b>13,169.79</b>	<b>67,552.20</b>	<b>74,427.80</b>	<b>47.58 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-220-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	1,000.00	1,000.00	100.00	200.00	800.00	20.00 %
<a href="#">100-220-500132</a>	PROSECUTING ATTORNEY	45,500.00	45,500.00	3,000.00	15,000.00	30,500.00	32.97 %
<a href="#">100-220-500134</a>	ATTORNEYS FOR INDIGENT CLIENTS	31,550.00	31,550.00	2,025.00	8,100.00	23,450.00	25.67 %
<a href="#">100-220-500136</a>	MUNICIPAL COURT JUDGE	41,000.00	41,000.00	6,000.00	15,000.00	26,000.00	36.59 %
<a href="#">100-220-500137</a>	PRO-TEM JUDGE	1,869.00	1,869.00	0.00	0.00	1,869.00	0.00 %
<a href="#">100-220-500138</a>	JURY EXPENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">100-220-500282</a>	COURTROOM SECURITY	8,000.00	8,000.00	570.00	2,280.00	5,720.00	28.50 %
<a href="#">100-220-520120</a>	BANK CHARGES	6,000.00	6,000.00	0.00	1,205.48	4,794.52	20.09 %
<a href="#">100-220-520400</a>	OFFICE SUPPLIES & EQUIPMENT	11,000.00	11,000.00	67.13	3,358.97	7,641.03	30.54 %
<a href="#">100-220-520401</a>	REFUNDS & COLLECTION SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
<a href="#">100-220-520420</a>	DOCUMENT IMAGING	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-220-540220</a>	TRAVEL, CONFERENCES & TRAININGI...	4,000.00	4,000.00	31.53	1,076.02	2,923.98	26.90 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>153,919.00</b>	<b>153,919.00</b>	<b>11,793.66</b>	<b>46,220.47</b>	<b>107,698.53</b>	<b>30.03 %</b>
<b>Department: 220 - COURT Total:</b>		<b>295,899.00</b>	<b>295,899.00</b>	<b>24,963.45</b>	<b>113,772.67</b>	<b>182,126.33</b>	<b>38.45 %</b>
<b>Department: 240 - POLICE</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-240-432110</a>	POLICE CHIEF	101,880.00	101,880.00	9,360.00	46,800.00	55,080.00	45.94 %
<a href="#">100-240-432130</a>	POLICE LIEUTENANT	96,425.00	96,425.00	8,034.00	40,170.00	56,255.00	41.66 %
<a href="#">100-240-432140</a>	POLICE DETECTIVE	144,125.00	144,125.00	6,081.48	30,564.33	113,560.67	21.21 %
<a href="#">100-240-432160</a>	POLICE OFFICER	598,850.00	598,850.00	46,066.34	218,644.47	380,205.53	36.51 %
<a href="#">100-240-432170</a>	POLICE SERGEANT	222,137.00	222,137.00	18,483.01	91,883.61	130,253.39	41.36 %
<a href="#">100-240-432182</a>	PROPERTY ROOM TECHNICIAN	28,000.00	28,000.00	2,004.08	10,399.22	17,600.78	37.14 %
<a href="#">100-240-432185</a>	POLICE RECORDS CLERK	47,700.00	47,700.00	3,963.00	19,815.00	27,885.00	41.54 %
<a href="#">100-240-432190</a>	POLICE RESERVES	7,000.00	7,000.00	0.00	563.17	6,436.83	8.05 %
<a href="#">100-240-450100</a>	OVERTIME	100,000.00	100,000.00	9,598.50	60,915.10	39,084.90	60.92 %
<a href="#">100-240-450200</a>	HOLIDAY PAY	10,000.00	10,000.00	879.82	4,113.75	5,886.25	41.14 %
<a href="#">100-240-450300</a>	PROFICIENCY PAY	50,000.00	50,000.00	2,431.32	11,799.59	38,200.41	23.60 %
<a href="#">100-240-450500</a>	CAREER RECOGNITION PAY	8,000.00	8,000.00	136.97	634.08	7,365.92	7.93 %
<a href="#">100-240-470000</a>	ASSOCIATED PAYROLL COSTS	1,005,000.00	1,005,000.00	50,505.39	253,119.32	751,880.68	25.19 %
<a href="#">100-240-470040</a>	LIFE & DISABILITY INSURANCE	0.00	0.00	0.67	130.93	-130.93	0.00 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>2,419,117.00</b>	<b>2,419,117.00</b>	<b>157,544.58</b>	<b>789,552.57</b>	<b>1,629,564.43</b>	<b>32.64 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-240-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	40,000.00	40,000.00	802.82	15,741.30	24,258.70	39.35 %
<a href="#">100-240-500284</a>	PARK PATROL	6,300.00	6,300.00	0.00	4,092.00	2,208.00	64.95 %
<a href="#">100-240-510044</a>	JUVENILE DIVERSION PROGRAM	3,500.00	3,500.00	0.00	2,500.00	1,000.00	71.43 %
<a href="#">100-240-520100</a>	OPERATIONAL SUPPLIES AND EXPENS...	90,000.00	90,000.00	3,206.69	10,710.87	79,289.13	11.90 %
<a href="#">100-240-520112</a>	FIREARMS/AMMUNITION	20,000.00	20,000.00	591.95	8,820.45	11,179.55	44.10 %
<a href="#">100-240-520310</a>	MAINTENANCE, REPAIR & OPERATION	15,000.00	15,000.00	127.08	725.31	14,274.69	4.84 %
<a href="#">100-240-520320</a>	FLEET FUEL, MAINTENANCE & REPAIR	75,000.00	75,000.00	7,745.07	22,823.04	52,176.96	30.43 %
<a href="#">100-240-520340</a>	RADIO MAINTENANCE REPLACEMENT	22,000.00	22,000.00	0.00	17,002.00	4,998.00	77.28 %
<a href="#">100-240-520345</a>	RADAR MAINTENANCE REPLACEMENT	6,000.00	6,000.00	0.00	257.50	5,742.50	4.29 %
<a href="#">100-240-520400</a>	OFFICE SUPPLIES & EQUIPMENT	9,000.00	9,000.00	1,168.62	4,955.86	4,044.14	55.07 %
<a href="#">100-240-530101</a>	POLICE RESERVE LIFE INSURANCE	0.00	0.00	0.77	0.77	-0.77	0.00 %
<a href="#">100-240-540110</a>	EMPLOYEE APPRECIATION	6,500.00	6,500.00	454.93	454.93	6,045.07	7.00 %
<a href="#">100-240-540200</a>	DUES & MEMBERSHIPS	35,000.00	35,000.00	2,516.57	8,516.36	26,483.64	24.33 %
<a href="#">100-240-540301</a>	UNIFORMS AND SAFETY EQUIPMENT	24,000.00	24,000.00	2,611.87	11,590.99	12,409.01	48.30 %
<a href="#">100-240-542000</a>	PUBLICATIONS & SUBSCRIPTIONS	19,500.00	19,500.00	0.00	1,225.00	18,275.00	6.28 %
<a href="#">100-240-560110</a>	CELL PHONES, PAGERS, RADIOS	16,500.00	16,500.00	3,469.88	8,528.16	7,971.84	51.69 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>388,300.00</b>	<b>388,300.00</b>	<b>22,696.25</b>	<b>117,944.54</b>	<b>270,355.46</b>	<b>30.37 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-240-641025</a>	POLICE STATION IMPROVEMENTS	38,800.00	38,800.00	0.00	0.00	38,800.00	0.00 %
<a href="#">100-240-651000</a>	VEHICLES AND EQUIPMENT RESERVES	151,000.00	151,000.00	0.00	24,772.00	126,228.00	16.41 %
<a href="#">100-240-661018</a>	RADIO & COMPUTER RESERVE	8,000.00	8,000.00	0.00	790.00	7,210.00	9.88 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>197,800.00</b>	<b>197,800.00</b>	<b>0.00</b>	<b>25,562.00</b>	<b>172,238.00</b>	<b>12.92 %</b>
<b>Department: 240 - POLICE Total:</b>		<b>3,005,217.00</b>	<b>3,005,217.00</b>	<b>180,240.83</b>	<b>933,059.11</b>	<b>2,072,157.89</b>	<b>31.05 %</b>
<b>Department: 250 - FIRE</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-250-432210</a>	FIRE CHIEF	104,672.00	104,672.00	7,776.00	40,275.73	64,396.27	38.48 %
<a href="#">100-250-432220</a>	FIRE MARSHAL	82,930.00	82,930.00	7,227.00	36,135.00	46,795.00	43.57 %
<a href="#">100-250-432240</a>	FIRE CAPTAIN	172,000.00	172,000.00	14,815.07	78,672.63	93,327.37	45.74 %
<a href="#">100-250-432290</a>	ON-CALL FIREFIGHTERS	280,000.00	280,000.00	17,168.94	102,768.73	177,231.27	36.70 %
<a href="#">100-250-450100</a>	OVERTIME	13,000.00	13,000.00	2,099.19	9,553.39	3,446.61	73.49 %
<a href="#">100-250-470000</a>	ASSOCIATED PAYROLL COSTS	244,000.00	244,000.00	23,032.25	122,679.49	121,320.51	50.28 %
<a href="#">100-250-470040</a>	LIFE & DISABILITY INSURANCE	7,000.00	7,000.00	120.75	2,965.85	4,034.15	42.37 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>903,602.00</b>	<b>903,602.00</b>	<b>72,239.20</b>	<b>393,050.82</b>	<b>510,551.18</b>	<b>43.50 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-250-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	0.00	0.00	0.00	34.00	-34.00	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-250-500150</a>	MEDICAL DIRECTOR CONTRACT	17,000.00	17,000.00	995.00	5,185.00	11,815.00	30.50 %
<a href="#">100-250-500210</a>	COMPUTER/TECHNOLOGY SERVICES	13,500.00	13,500.00	0.00	0.00	13,500.00	0.00 %
<a href="#">100-250-500498</a>	SHARE COST CCOM DISPATCH	87,300.00	87,300.00	7,000.08	35,000.40	52,299.60	40.09 %
<a href="#">100-250-510022</a>	FIRE GRANTS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
<a href="#">100-250-520122</a>	FIRE PREVENTION & INVESTIGATION	12,000.00	12,000.00	0.00	2,031.05	9,968.95	16.93 %
<a href="#">100-250-520124</a>	FIRST RESPONDER SUPPLIES	29,000.00	29,000.00	1,728.78	11,458.39	17,541.61	39.51 %
<a href="#">100-250-520126</a>	SCBA & TURNOUT MAINTENANCE	15,500.00	15,500.00	35.95	4,843.89	10,656.11	31.25 %
<a href="#">100-250-520200</a>	BLDG MAINTENANCE & SUPPLIES	47,000.00	47,000.00	2,729.01	14,768.35	32,231.65	31.42 %
<a href="#">100-250-520320</a>	FLEET FUEL, MAINTENANCE & REPAIR	63,000.00	63,000.00	9,303.94	27,631.27	35,368.73	43.86 %
<a href="#">100-250-520400</a>	OFFICE SUPPLIES & EQUIPMENT	4,700.00	4,700.00	276.78	1,256.32	3,443.68	26.73 %
<a href="#">100-250-540130</a>	PHYSICAL EXAMINATIONS	17,000.00	17,000.00	1,728.94	5,013.34	11,986.66	29.49 %
<a href="#">100-250-540200</a>	DUES & MEMBERSHIPS	13,500.00	13,500.00	265.00	1,109.50	12,390.50	8.22 %
<a href="#">100-250-540222</a>	TECH RESCUE TRAINING	12,250.00	12,250.00	234.00	234.00	12,016.00	1.91 %
<a href="#">100-250-540224</a>	EMS TRAINING & RECERTIFICATION	12,500.00	12,500.00	25.00	1,914.00	10,586.00	15.31 %
<a href="#">100-250-540225</a>	FIREFIGHTER TRAINING	64,000.00	64,000.00	4,818.48	8,749.72	55,250.28	13.67 %
<a href="#">100-250-540301</a>	UNIFORMS AND SAFETY EQUIPMENT	18,500.00	18,500.00	164.00	4,643.84	13,856.16	25.10 %
<a href="#">100-250-560110</a>	CELL PHONES, PAGERS, RADIOS	51,000.00	51,000.00	1,257.74	3,951.45	47,048.55	7.75 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>527,750.00</b>	<b>527,750.00</b>	<b>30,562.70</b>	<b>127,824.52</b>	<b>399,925.48</b>	<b>24.22 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-250-661010</a>	ROUTINE EQUIP REPLACEMENT	45,300.00	45,300.00	239.86	4,204.68	41,095.32	9.28 %
<a href="#">100-250-661012</a>	TURN-OUTS & SCBA RESERVE	271,000.00	271,000.00	0.00	8,149.20	262,850.80	3.01 %
<a href="#">100-250-661014</a>	DIVE RESCUE EQUIPMENT	16,000.00	16,000.00	0.00	4,106.75	11,893.25	25.67 %
<a href="#">100-250-661016</a>	FIRE APPARATUS & EQUIPMENT RESE...	418,667.00	418,667.00	0.00	0.00	418,667.00	0.00 %
<a href="#">100-250-661018</a>	RADIO & COMPUTER RESERVE	93,000.00	93,000.00	0.00	22,197.00	70,803.00	23.87 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>843,967.00</b>	<b>843,967.00</b>	<b>239.86</b>	<b>38,657.63</b>	<b>805,309.37</b>	<b>4.58 %</b>
<b>Department: 250 - FIRE Total:</b>		<b>2,275,319.00</b>	<b>2,275,319.00</b>	<b>103,041.76</b>	<b>559,532.97</b>	<b>1,715,786.03</b>	<b>24.59 %</b>
<b>Department: 526 - PARKS</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-526-437049</a>	PUBLIC WORKS DIRECTOR	21,400.00	21,400.00	1,797.80	8,989.00	12,411.00	42.00 %
<a href="#">100-526-437050</a>	PUBLIC WORKS SUPERVISOR	32,200.00	32,200.00	3,153.52	15,196.16	17,003.84	47.19 %
<a href="#">100-526-437055</a>	PW ADMIN ASSISTANT	3,000.00	3,000.00	668.73	3,957.32	-957.32	131.91 %
<a href="#">100-526-437070</a>	UTILITY WORKER, JOURNEY	82,000.00	82,000.00	7,056.11	36,791.41	45,208.59	44.87 %
<a href="#">100-526-439011</a>	SEASONAL HELP	11,000.00	11,000.00	2,280.00	21,943.64	-10,943.64	199.49 %
<a href="#">100-526-450100</a>	OVERTIME	1,300.00	1,300.00	247.65	1,042.57	257.43	80.20 %
<a href="#">100-526-450500</a>	CAREER RECOGNITION PAY	1,690.00	1,690.00	157.43	800.04	889.96	47.34 %
<a href="#">100-526-470000</a>	ASSOCIATED PAYROLL COSTS	90,000.00	90,000.00	7,963.33	42,386.44	47,613.56	47.10 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>242,590.00</b>	<b>242,590.00</b>	<b>23,324.57</b>	<b>131,106.58</b>	<b>111,483.42</b>	<b>54.04 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-526-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	600.26	1,599.66	18,400.34	8.00 %
<a href="#">100-526-520130</a>	OPERATIONS, MAINTENANCE & REPA...	18,000.00	18,000.00	4,904.93	20,370.74	-2,370.74	113.17 %
<a href="#">100-526-520132</a>	HAZARDOUS TREE REMOVAL	29,000.00	29,000.00	1,540.00	2,555.00	26,445.00	8.81 %
<a href="#">100-526-520134</a>	SPRAY PARK OPS & MAINTENANCE	0.00	0.00	267.00	267.00	-267.00	0.00 %
<a href="#">100-526-520320</a>	FLEET FUEL, MAINTENANCE & REPAIR	30,000.00	30,000.00	2,359.43	6,200.63	23,799.37	20.67 %
<a href="#">100-526-520400</a>	OFFICE SUPPLIES & EQUIPMENT	2,000.00	2,000.00	188.95	478.64	1,521.36	23.93 %
<a href="#">100-526-540220</a>	TRAVEL, CONFERENCES & TRAINING	3,000.00	3,000.00	0.00	300.60	2,699.40	10.02 %
<a href="#">100-526-540300</a>	SMALL TOOLS, EQUIPMENT & SAFETY...	20,000.00	20,000.00	155.24	835.18	19,164.82	4.18 %
<a href="#">100-526-540400</a>	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">100-526-560100</a>	UTILITIES	25,000.00	25,000.00	1,886.81	12,488.75	12,511.25	49.96 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>152,000.00</b>	<b>152,000.00</b>	<b>11,902.62</b>	<b>45,096.20</b>	<b>106,903.80</b>	<b>29.67 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-526-660100</a>	EQUIPMENT REPLACEMENT RESERVES	115,200.00	115,200.00	0.00	0.00	115,200.00	0.00 %
<a href="#">100-526-676050</a>	SYSTEM IMPROVEMENTS & PROJECTS	124,000.00	124,000.00	0.00	0.00	124,000.00	0.00 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>239,200.00</b>	<b>239,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>239,200.00</b>	<b>0.00 %</b>
<b>Department: 526 - PARKS Total:</b>		<b>633,790.00</b>	<b>633,790.00</b>	<b>35,227.19</b>	<b>176,202.78</b>	<b>457,587.22</b>	<b>27.80 %</b>

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Department: 527 - RECREATION</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-527-435110</a>	FIELD MAINTENANCE CREW	10,000.00	10,000.00	0.00	2,133.66	7,866.34	21.34 %
<a href="#">100-527-435120</a>	PLAYGROUND AIDES	14,000.00	14,000.00	0.00	12,141.53	1,858.47	86.73 %
<a href="#">100-527-470000</a>	ASSOCIATED PAYROLL COSTS	5,300.00	5,300.00	0.00	2,308.41	2,991.59	43.55 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>29,300.00</b>	<b>29,300.00</b>	<b>0.00</b>	<b>16,583.60</b>	<b>12,716.40</b>	<b>56.60 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-527-500460</a>	COMMUNITY SCHOOL CONTRACT	23,500.00	23,500.00	0.00	0.00	23,500.00	0.00 %
<a href="#">100-527-510062</a>	SUMMER PROGRAMS	2,700.00	2,700.00	0.00	1,116.42	1,583.58	41.35 %
<a href="#">100-527-510064</a>	SPECIAL EVENTS	850.00	850.00	75.92	148.17	701.83	17.43 %
<a href="#">100-527-520136</a>	MAINTENANCE & SUPPLIES	700.00	700.00	92.22	232.59	467.41	33.23 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>27,750.00</b>	<b>27,750.00</b>	<b>168.14</b>	<b>1,497.18</b>	<b>26,252.82</b>	<b>5.40 %</b>
<b>Department: 527 - RECREATION Total:</b>		<b>57,050.00</b>	<b>57,050.00</b>	<b>168.14</b>	<b>18,080.78</b>	<b>38,969.22</b>	<b>31.69 %</b>
<b>Department: 528 - SENIOR CENTER</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-528-435210</a>	SENIOR CENTER MANAGER	74,000.00	74,000.00	5,748.00	28,804.90	45,195.10	38.93 %
<a href="#">100-528-435240</a>	TRAM DRIVER	33,500.00	33,500.00	2,569.57	12,209.92	21,290.08	36.45 %
<a href="#">100-528-435250</a>	NUTRITION CATERER	32,000.00	32,000.00	1,696.14	12,035.16	19,964.84	37.61 %
<a href="#">100-528-435280</a>	CENTER ASSISTANT	42,000.00	42,000.00	3,364.00	17,197.31	24,802.69	40.95 %
<a href="#">100-528-435295</a>	BUILDING MONITOR	7,000.00	7,000.00	171.00	1,201.90	5,798.10	17.17 %
<a href="#">100-528-450500</a>	CAREER RECOGNITION PAY	1,500.00	1,500.00	103.69	575.93	924.07	38.40 %
<a href="#">100-528-470000</a>	ASSOCIATED PAYROLL COSTS	82,500.00	82,500.00	5,995.55	30,779.44	51,720.56	37.31 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>272,500.00</b>	<b>272,500.00</b>	<b>19,647.95</b>	<b>102,804.56</b>	<b>169,695.44</b>	<b>37.73 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-528-500210</a>	COMPUTER/TECHNOLOGY SERVICES	425.00	425.00	0.00	99.98	325.02	23.52 %
<a href="#">100-528-510075</a>	NUTRITION PROGRAM SUPPLIES	13,000.00	13,000.00	562.14	4,052.23	8,947.77	31.17 %
<a href="#">100-528-520140</a>	TRAM EXPENSES	6,480.00	6,480.00	962.79	2,946.34	3,533.66	45.47 %
<a href="#">100-528-520190</a>	MISCELLANEOUS EQUIPMENT	2,700.00	2,700.00	0.00	32.69	2,667.31	1.21 %
<a href="#">100-528-520200</a>	BLDG MAINTENANCE & SUPPLIES	3,600.00	3,600.00	0.00	1,977.90	1,622.10	54.94 %
<a href="#">100-528-520320</a>	FLEET FUEL, MAINTENANCE & REPAIR	9,500.00	9,500.00	0.00	36.00	9,464.00	0.38 %
<a href="#">100-528-520400</a>	OFFICE SUPPLIES & EQUIPMENT	6,500.00	6,500.00	233.00	1,066.95	5,433.05	16.41 %
<a href="#">100-528-540200</a>	DUES & MEMBERSHIPS	2,400.00	2,400.00	10.00	425.94	1,974.06	17.75 %
<a href="#">100-528-540230</a>	MILEAGE REIMBURSEMENT	100.00	100.00	0.00	0.00	100.00	0.00 %
<a href="#">100-528-560120</a>	TELEPHONES	3,500.00	3,500.00	371.68	1,393.93	2,106.07	39.83 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>48,205.00</b>	<b>48,205.00</b>	<b>2,139.61</b>	<b>12,031.96</b>	<b>36,173.04</b>	<b>24.96 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">100-528-641010</a>	BUILDING REPAIR	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
<a href="#">100-528-641090</a>	PLANTON ESTATE	137,959.00	137,959.00	0.00	0.00	137,959.00	0.00 %
<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>		<b>150,959.00</b>	<b>150,959.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,959.00</b>	<b>0.00 %</b>
<b>Department: 528 - SENIOR CENTER Total:</b>		<b>471,664.00</b>	<b>471,664.00</b>	<b>21,787.56</b>	<b>114,836.52</b>	<b>356,827.48</b>	<b>24.35 %</b>
<b>Department: 529 - LIBRARY</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">100-529-435320</a>	LIBRARY ASSISTANT II	470,000.00	470,000.00	23,238.14	117,900.42	352,099.58	25.09 %
<a href="#">100-529-435392</a>	ON CALL LIB ASSISTANT	35,900.00	35,900.00	2,551.83	13,609.97	22,290.03	37.91 %
<a href="#">100-529-450500</a>	CAREER RECOGNITION PAY	3,925.00	3,925.00	127.98	622.19	3,302.81	15.85 %
<a href="#">100-529-470000</a>	ASSOCIATED PAYROLL COSTS	126,500.00	126,500.00	11,698.60	62,044.27	64,455.73	49.05 %
<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>		<b>636,325.00</b>	<b>636,325.00</b>	<b>37,616.55</b>	<b>194,176.85</b>	<b>442,148.15</b>	<b>30.52 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">100-529-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	74,310.00	74,310.00	0.00	15,958.00	58,352.00	21.47 %
<a href="#">100-529-500210</a>	COMPUTER/TECHNOLOGY SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<a href="#">100-529-510081</a>	NEW BOOKS	115,000.00	115,000.00	9,156.14	33,491.71	81,508.29	29.12 %
<a href="#">100-529-510082</a>	ADULT/CHILDREN'S PROGRAMS	11,000.00	11,000.00	827.90	858.28	10,141.72	7.80 %
<a href="#">100-529-510084</a>	READY TO READ GRANT	3,300.00	3,300.00	128.55	511.35	2,788.65	15.50 %
<a href="#">100-529-510086</a>	LIB FOUNDATION FUNDED PROGRAM	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
<a href="#">100-529-510100</a>	MARKETING	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00 %
<a href="#">100-529-520400</a>	OFFICE SUPPLIES & EQUIPMENT	6,800.00	6,800.00	922.25	2,955.90	3,844.10	43.47 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-529-530100</a>	RENTALS AND LEASES	12,000.00	12,000.00	845.61	2,823.31	9,176.69	23.53 %
<a href="#">100-529-540200</a>	DUES & MEMBERSHIPS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
<a href="#">100-529-542000</a>	PUBLICATIONS & SUBSCRIPTIONS	4,100.00	4,100.00	3,066.67	3,066.67	1,033.33	74.80 %
<a href="#">100-529-560120</a>	TELEPHONES	950.00	950.00	0.00	0.00	950.00	0.00 %
<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>		<b>260,760.00</b>	<b>260,760.00</b>	<b>14,947.12</b>	<b>59,665.22</b>	<b>201,094.78</b>	<b>22.88 %</b>
<b>Department: 529 - LIBRARY Total:</b>		<b>897,085.00</b>	<b>897,085.00</b>	<b>52,563.67</b>	<b>253,842.07</b>	<b>643,242.93</b>	<b>28.30 %</b>
<b>Department: 600 - DEBT SERVICE</b>							
<b>RptCategory: 70 - DEBT SERVICE</b>							
<a href="#">100-600-730040</a>	DEBT SERVICE - INTEREST	0.00	45,250.00	0.00	0.00	45,250.00	0.00 %
<b>RptCategory: 70 - DEBT SERVICE Total:</b>		<b>0.00</b>	<b>45,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,250.00</b>	<b>0.00 %</b>
<b>Department: 600 - DEBT SERVICE Total:</b>		<b>0.00</b>	<b>45,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,250.00</b>	<b>0.00 %</b>
<b>Department: 920 - TRANSFER OUT</b>							
<b>RptCategory: 89 - TRANSFERS OUT</b>							
<a href="#">100-920-899205</a>	TRANSFER OUT TO ROAD & STREET F...	221,175.00	221,175.00	0.00	0.00	221,175.00	0.00 %
<a href="#">100-920-899390</a>	TRANSFER OUT TO URBAN RENEWAL	0.00	3,000,000.00	0.00	3,000,000.00	0.00	100.00 %
<b>RptCategory: 89 - TRANSFERS OUT Total:</b>		<b>221,175.00</b>	<b>3,221,175.00</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>221,175.00</b>	<b>93.13 %</b>
<b>Department: 920 - TRANSFER OUT Total:</b>		<b>221,175.00</b>	<b>3,221,175.00</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>221,175.00</b>	<b>93.13 %</b>
<b>Department: 990 - CONTINGENCY</b>							
<b>RptCategory: 90 - OTHER</b>							
<a href="#">100-990-910000</a>	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
<b>RptCategory: 90 - OTHER Total:</b>		<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY Total:</b>		<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>10,352,506.00</b>	<b>13,397,756.00</b>	<b>536,201.40</b>	<b>5,871,750.35</b>	<b>7,526,005.65</b>	<b>43.83 %</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>2,670,023.76</b>	<b>1,061,728.51</b>	<b>1,061,728.51</b>	<b>0.00 %</b>

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 205 - ROAD AND STREET FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 1000 - CURRENT ASSETS</b>							
<a href="#">205-000-104050</a>	DUE FROM OTHER GOV'TSOURCE	0.00	0.00	0.00	72,989.68	72,989.68	0.00 %
	<b>RptType: 1000 - CURRENT ASSETS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>72,989.68</b>	<b>72,989.68</b>	<b>0.00 %</b>
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">205-000-309999</a>	BEGINNING FUND BALANCE	1,807,000.00	1,807,000.00	0.00	0.00	-1,807,000.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>1,807,000.00</b>	<b>1,807,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,807,000.00</b>	<b>0.00 %</b>
<b>RptType: 3110 - STATE SHARED TAXES</b>							
<a href="#">205-000-310140</a>	STATE HIGHWAY TAXES	750,000.00	750,000.00	77,642.95	296,581.68	-453,418.32	39.54 %
	<b>RptType: 3110 - STATE SHARED TAXES Total:</b>	<b>750,000.00</b>	<b>750,000.00</b>	<b>77,642.95</b>	<b>296,581.68</b>	<b>-453,418.32</b>	<b>39.54 %</b>
<b>RptType: 3141 - SDC</b>							
<a href="#">205-000-314075</a>	TRANSPORTATION SDC'S	10,000.00	10,000.00	0.00	34,808.97	24,808.97	348.09 %
	<b>RptType: 3141 - SDC Total:</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>34,808.97</b>	<b>24,808.97</b>	<b>348.09 %</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">205-000-360000</a>	ALL OTHER ROAD/STREET RECEIPTS	30,000.00	30,000.00	1,410.00	7,172.50	-22,827.50	23.91 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>1,410.00</b>	<b>7,172.50</b>	<b>-22,827.50</b>	<b>23.91 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>2,597,000.00</b>	<b>2,597,000.00</b>	<b>79,052.95</b>	<b>411,552.83</b>	<b>-2,185,447.17</b>	<b>15.85 %</b>
<b>Department: 910 - TRANSFER IN</b>							
<b>RptType: 3990 - TRANSFERS IN</b>							
<a href="#">205-910-399100</a>	TRANSFER IN FROM GENERAL FUND	221,175.00	221,175.00	0.00	0.00	-221,175.00	0.00 %
<a href="#">205-910-399730</a>	TRANSFER IN FROM SEWER FUND	113,650.00	113,650.00	0.00	0.00	-113,650.00	0.00 %
<a href="#">205-910-399740</a>	TRANSFER IN FROM WATER FUND	72,125.00	72,125.00	0.00	0.00	-72,125.00	0.00 %
<a href="#">205-910-399750</a>	TRANSFER IN FROM STORM WATER	37,500.00	37,500.00	0.00	0.00	-37,500.00	0.00 %
	<b>RptType: 3990 - TRANSFERS IN Total:</b>	<b>444,450.00</b>	<b>444,450.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-444,450.00</b>	<b>0.00 %</b>
	<b>Department: 910 - TRANSFER IN Total:</b>	<b>444,450.00</b>	<b>444,450.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-444,450.00</b>	<b>0.00 %</b>
	<b>Revenue Total:</b>	<b>3,041,450.00</b>	<b>3,041,450.00</b>	<b>79,052.95</b>	<b>411,552.83</b>	<b>-2,629,897.17</b>	<b>13.53 %</b>
<b>Expense</b>							
<b>Department: 305 - ROAD AND STREET</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">205-305-437049</a>	PUBLIC WORKS DIRECTOR	21,500.00	21,500.00	1,797.80	8,989.00	12,511.00	41.81 %
<a href="#">205-305-437050</a>	PUBLIC WORKS SUPERVISOR	35,050.00	35,050.00	3,153.50	15,196.14	19,853.86	43.36 %
<a href="#">205-305-437055</a>	PW ADMIN ASSISTANT	5,150.00	5,150.00	668.73	3,957.32	1,192.68	76.84 %
<a href="#">205-305-437070</a>	UTILITY WORKER, JOURNEY	115,000.00	115,000.00	9,236.91	46,937.14	68,062.86	40.81 %
<a href="#">205-305-439011</a>	SEASONAL HELP	30,000.00	30,000.00	480.00	5,130.00	24,870.00	17.10 %
<a href="#">205-305-450100</a>	OVERTIME	6,000.00	6,000.00	84.57	1,526.82	4,473.18	25.45 %
<a href="#">205-305-450500</a>	CAREER RECOGNITION PAY	610.00	610.00	53.06	269.88	340.12	44.24 %
<a href="#">205-305-470000</a>	ASSOCIATED PAYROLL COSTS	92,000.00	92,000.00	9,611.33	49,058.37	42,941.63	53.32 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>305,310.00</b>	<b>305,310.00</b>	<b>25,085.90</b>	<b>131,064.67</b>	<b>174,245.33</b>	<b>42.93 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">205-305-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	60,000.00	60,000.00	4,345.21	10,350.99	49,649.01	17.25 %
<a href="#">205-305-520130</a>	OPERATIONS, MAINTENANCE & REPA...	485,000.00	485,000.00	2,129.49	68,447.18	416,552.82	14.11 %
<a href="#">205-305-520172</a>	STREET LIGHT MAINTENANCE	78,000.00	78,000.00	6,490.62	30,002.89	47,997.11	38.47 %
<a href="#">205-305-520176</a>	TRAFFIC SIGNAL MAINTENANCE	41,000.00	41,000.00	2,150.99	-474.66	41,474.66	-1.16 %
<a href="#">205-305-520178</a>	STREET SIGN MAINTENANCE	35,000.00	35,000.00	0.00	5,921.15	29,078.85	16.92 %
<a href="#">205-305-520195</a>	50/50 SIDEWALK REPAIR COST SHARE	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<a href="#">205-305-520320</a>	FLEET FUEL, MAINTENANCE & REPAIR	85,000.00	85,000.00	4,141.83	7,011.83	77,988.17	8.25 %
<a href="#">205-305-520400</a>	OFFICE SUPPLIES & EQUIPMENT	2,700.00	2,700.00	188.95	409.71	2,290.29	15.17 %
<a href="#">205-305-540220</a>	TRAVEL, CONFERENCES & TRAINING	4,800.00	4,800.00	0.00	300.60	4,499.40	6.26 %
<a href="#">205-305-540300</a>	SMALL TOOLS, EQUIPMENT & SAFETY...	39,000.00	39,000.00	297.73	915.83	38,084.17	2.35 %
<a href="#">205-305-540400</a>	DUMPING, HAULING, GARBAGE	32,000.00	32,000.00	0.00	125.00	31,875.00	0.39 %
<a href="#">205-305-560100</a>	UTILITIES	2,000.00	2,000.00	51.67	206.49	1,793.51	10.32 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>884,500.00</b>	<b>884,500.00</b>	<b>19,796.49</b>	<b>123,217.01</b>	<b>761,282.99</b>	<b>13.93 %</b>

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">205-305-660100</a>	EQUIPMENT REPLACEMENT RESERVES	425,000.00	425,000.00	0.00	0.00	425,000.00	0.00 %
<a href="#">205-305-675054</a>	NEW STREET LIGHTS	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<a href="#">205-305-675056</a>	BIKEWAY & SIDEWALK IMPROVEMENT	57,000.00	57,000.00	0.00	0.00	57,000.00	0.00 %
<a href="#">205-305-676050</a>	SYSTEM IMPROVEMENTS & PROJECTS	756,000.00	756,000.00	0.00	0.00	756,000.00	0.00 %
<a href="#">205-305-678090</a>	RESERVE FROM SDC'S	327,535.00	327,535.00	0.00	0.00	327,535.00	0.00 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>1,585,535.00</b>	<b>1,585,535.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,585,535.00</b>	<b>0.00 %</b>
	<b>Department: 305 - ROAD AND STREET Total:</b>	<b>2,775,345.00</b>	<b>2,775,345.00</b>	<b>44,882.39</b>	<b>254,281.68</b>	<b>2,521,063.32</b>	<b>9.16 %</b>
<b>Department: 920 - TRANSFER OUT</b>							
<b>RptCategory: 89 - TRANSFERS OUT</b>							
<a href="#">205-920-899100</a>	TRANSFER OUT TO GENERAL FUND	66,105.00	66,105.00	0.00	0.00	66,105.00	0.00 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>66,105.00</b>	<b>66,105.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,105.00</b>	<b>0.00 %</b>
	<b>Department: 920 - TRANSFER OUT Total:</b>	<b>66,105.00</b>	<b>66,105.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,105.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY</b>							
<b>RptCategory: 90 - OTHER</b>							
<a href="#">205-990-910000</a>	CONTINGENCY FUNDS	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>3,041,450.00</b>	<b>3,041,450.00</b>	<b>44,882.39</b>	<b>254,281.68</b>	<b>2,787,168.32</b>	<b>8.36 %</b>
	<b>Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>34,170.56</b>	<b>157,271.15</b>	<b>157,271.15</b>	<b>0.00 %</b>

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 228 - POLICE LEVY FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>						
<b>RptType: 3000 - BEG FUND BAL.</b>						
<a href="#">228-000-309999</a>	BEGINNING FUND BALANCE	444,340.00	444,340.00	0.00	0.00	-444,340.00 0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>444,340.00</b>	<b>444,340.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-444,340.00 0.00 %</b>
<b>RptType: 3100 - LOCAL TAXES</b>						
<a href="#">228-000-310020</a>	CURRENT LEVY TAX	637,825.00	637,825.00	421,924.93	421,924.93	-215,900.07 66.15 %
<a href="#">228-000-310050</a>	PRIOR YEAR TAXES	30,000.00	30,000.00	1,180.55	2,105.09	-27,894.91 7.02 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>667,825.00</b>	<b>667,825.00</b>	<b>423,105.48</b>	<b>424,030.02</b>	<b>-243,794.98 63.49 %</b>
<b>RptType: 3301 - INTEREST</b>						
<a href="#">228-000-330100</a>	INTEREST	4,000.00	4,000.00	672.88	1,068.08	-2,931.92 26.70 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>672.88</b>	<b>1,068.08</b>	<b>-2,931.92 26.70 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>1,116,165.00</b>	<b>1,116,165.00</b>	<b>423,778.36</b>	<b>425,098.10</b>	<b>-691,066.90 38.09 %</b>
	<b>Revenue Total:</b>	<b>1,116,165.00</b>	<b>1,116,165.00</b>	<b>423,778.36</b>	<b>425,098.10</b>	<b>-691,066.90 38.09 %</b>
<b>Expense</b>						
<b>Department: 245 - POLICE LEVY</b>						
<b>RptCategory: 40 - PERSONNEL SERVICES</b>						
<a href="#">228-245-432160</a>	POLICE OFFICER	129,000.00	129,000.00	5,998.64	30,070.57	98,929.43 23.31 %
<a href="#">228-245-432165</a>	SCHOOL RESOURCE OFFICER	64,000.00	64,000.00	5,912.55	29,896.46	34,103.54 46.71 %
<a href="#">228-245-432180</a>	MUNICIPAL ORDINANCE SPECIALIST	47,000.00	47,000.00	4,684.00	24,744.16	22,255.84 52.65 %
<a href="#">228-245-432192</a>	ON CALL POLICE RECORDS CLERK	10,000.00	10,000.00	0.00	0.00	10,000.00 0.00 %
<a href="#">228-245-432195</a>	EXECUTIVE ASSISTANT	60,000.00	60,000.00	4,800.00	18,810.84	41,189.16 31.35 %
<a href="#">228-245-450100</a>	OVERTIME	26,800.00	26,800.00	1,193.68	13,643.38	13,156.62 50.91 %
<a href="#">228-245-450200</a>	HOLIDAY PAY	3,200.00	3,200.00	0.00	422.34	2,777.66 13.20 %
<a href="#">228-245-450300</a>	PROFICIENCY PAY	16,875.00	16,875.00	761.49	4,200.26	12,674.74 24.89 %
<a href="#">228-245-450500</a>	CAREER RECOGNITION PAY	600.00	600.00	120.14	654.06	-54.06 109.01 %
<a href="#">228-245-450600</a>	UNIFORM ALLOWANCE	3,000.00	3,000.00	0.00	1,000.00	2,000.00 33.33 %
<a href="#">228-245-470000</a>	ASSOCIATED PAYROLL COSTS	311,000.00	311,000.00	13,476.43	68,076.96	242,923.04 21.89 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>671,475.00</b>	<b>671,475.00</b>	<b>36,946.93</b>	<b>191,519.03</b>	<b>479,955.97 28.52 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>						
<a href="#">228-245-500498</a>	SHARE COST CCOM DISPATCH	132,000.00	132,000.00	11,009.08	55,045.40	76,954.60 41.70 %
<a href="#">228-245-510032</a>	SRO EXPENSES	2,000.00	2,000.00	0.00	0.00	2,000.00 0.00 %
<a href="#">228-245-510040</a>	K-9 EXPENSES	0.00	0.00	194.67	194.67	-194.67 0.00 %
<a href="#">228-245-520310</a>	MAINTENANCE, REPAIR & OPERATION	3,000.00	3,000.00	0.00	0.00	3,000.00 0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>137,000.00</b>	<b>137,000.00</b>	<b>11,203.75</b>	<b>55,240.07</b>	<b>81,759.93 40.32 %</b>
	<b>Department: 245 - POLICE LEVY Total:</b>	<b>808,475.00</b>	<b>808,475.00</b>	<b>48,150.68</b>	<b>246,759.10</b>	<b>561,715.90 30.52 %</b>
<b>Department: 920 - TRANSFER OUT</b>						
<b>RptCategory: 89 - TRANSFERS OUT</b>						
<a href="#">228-920-899100</a>	TRANSFER OUT TO GENERAL FUND	14,990.00	14,990.00	0.00	0.00	14,990.00 0.00 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>14,990.00</b>	<b>14,990.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,990.00 0.00 %</b>
	<b>Department: 920 - TRANSFER OUT Total:</b>	<b>14,990.00</b>	<b>14,990.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,990.00 0.00 %</b>
<b>Department: 990 - CONTINGENCY</b>						
<b>RptCategory: 90 - OTHER</b>						
<a href="#">228-990-910000</a>	CONTINGENCY FUNDS	292,700.00	292,700.00	0.00	0.00	292,700.00 0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>292,700.00</b>	<b>292,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>292,700.00 0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>292,700.00</b>	<b>292,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>292,700.00 0.00 %</b>
	<b>Expense Total:</b>	<b>1,116,165.00</b>	<b>1,116,165.00</b>	<b>48,150.68</b>	<b>246,759.10</b>	<b>869,405.90 22.11 %</b>
	<b>Fund: 228 - POLICE LEVY FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>375,627.68</b>	<b>178,339.00</b>	<b>178,339.00 0.00 %</b>

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 229 - FIRE LEVY FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">229-000-309999</a>	BEGINNING FUND BALANCE	412,800.00	412,800.00	0.00	0.00	-412,800.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>412,800.00</b>	<b>412,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-412,800.00</b>	<b>0.00 %</b>
<b>RptType: 3100 - LOCAL TAXES</b>							
<a href="#">229-000-310020</a>	CURRENT LEVY TAX	274,520.00	274,520.00	192,406.42	192,406.42	-82,113.58	70.09 %
<a href="#">229-000-310050</a>	PRIOR YEAR TAXES	7,000.00	7,000.00	538.35	959.96	-6,040.04	13.71 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>281,520.00</b>	<b>281,520.00</b>	<b>192,944.77</b>	<b>193,366.38</b>	<b>-88,153.62</b>	<b>68.69 %</b>
<b>RptType: 3301 - INTEREST</b>							
<a href="#">229-000-330100</a>	INTEREST	4,500.00	4,500.00	896.67	3,949.96	-550.04	87.78 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>896.67</b>	<b>3,949.96</b>	<b>-550.04</b>	<b>87.78 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>698,820.00</b>	<b>698,820.00</b>	<b>193,841.44</b>	<b>197,316.34</b>	<b>-501,503.66</b>	<b>28.24 %</b>
	<b>Revenue Total:</b>	<b>698,820.00</b>	<b>698,820.00</b>	<b>193,841.44</b>	<b>197,316.34</b>	<b>-501,503.66</b>	<b>28.24 %</b>
<b>Expense</b>							
<b>Department: 255 - FIRE LEVY</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">229-255-432230</a>	TRAINING CAPTAIN	84,720.00	84,720.00	5,109.00	39,133.53	45,586.47	46.19 %
<a href="#">229-255-439010</a>	PART TIME	50,000.00	50,000.00	1,685.62	8,688.35	41,311.65	17.38 %
<a href="#">229-255-439011</a>	SEASONAL HELP	10,000.00	10,000.00	0.00	10,190.78	-190.78	101.91 %
<a href="#">229-255-470000</a>	ASSOCIATED PAYROLL COSTS	73,000.00	73,000.00	4,573.19	25,956.92	47,043.08	35.56 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>217,720.00</b>	<b>217,720.00</b>	<b>11,367.81</b>	<b>83,969.58</b>	<b>133,750.42</b>	<b>38.57 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">229-255-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	3,600.00	3,600.00	500.00	2,470.54	1,129.46	68.63 %
<a href="#">229-255-520365</a>	EQUIPMENT TESTING & SERVICE	15,200.00	15,200.00	346.50	4,791.00	10,409.00	31.52 %
<a href="#">229-255-520400</a>	OFFICE SUPPLIES & EQUIPMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>38,800.00</b>	<b>38,800.00</b>	<b>846.50</b>	<b>7,261.54</b>	<b>31,538.46</b>	<b>18.72 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">229-255-641030</a>	TRAINING FACILITY	78,000.00	78,000.00	0.00	0.00	78,000.00	0.00 %
<a href="#">229-255-660116</a>	FIRE APPARATUS	300,000.00	300,000.00	0.00	0.00	300,000.00	0.00 %
<a href="#">229-255-660120</a>	FIRE, EMS & EXTRICATION EQUIPME...	41,000.00	41,000.00	0.00	20,877.60	20,122.40	50.92 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>419,000.00</b>	<b>419,000.00</b>	<b>0.00</b>	<b>20,877.60</b>	<b>398,122.40</b>	<b>4.98 %</b>
	<b>Department: 255 - FIRE LEVY Total:</b>	<b>675,520.00</b>	<b>675,520.00</b>	<b>12,214.31</b>	<b>112,108.72</b>	<b>563,411.28</b>	<b>16.60 %</b>
<b>Department: 920 - TRANSFER OUT</b>							
<b>RptCategory: 89 - TRANSFERS OUT</b>							
<a href="#">229-920-899100</a>	TRANSFER OUT TO GENERAL FUND	6,300.00	6,300.00	0.00	0.00	6,300.00	0.00 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>6,300.00</b>	<b>6,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,300.00</b>	<b>0.00 %</b>
	<b>Department: 920 - TRANSFER OUT Total:</b>	<b>6,300.00</b>	<b>6,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,300.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY</b>							
<b>RptCategory: 90 - OTHER</b>							
<a href="#">229-990-910000</a>	CONTINGENCY FUNDS	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>17,000.00</b>	<b>17,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,000.00</b>	<b>0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>17,000.00</b>	<b>17,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,000.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>698,820.00</b>	<b>698,820.00</b>	<b>12,214.31</b>	<b>112,108.72</b>	<b>586,711.28</b>	<b>16.04 %</b>
	<b>Fund: 229 - FIRE LEVY FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>181,627.13</b>	<b>85,207.62</b>	<b>85,207.62</b>	<b>0.00 %</b>

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 306 - LIBRARY CAPITAL FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3101 - DNU</b>							
<a href="#">306-000-310130</a>	LIBRARY CONTR FROM COUNTY	2,600,000.00	2,600,000.00	0.00	0.00	-2,600,000.00	0.00 %
	<b>RptType: 3101 - DNU Total:</b>	<b>2,600,000.00</b>	<b>2,600,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,600,000.00</b>	<b>0.00 %</b>
<b>RptType: 3160 - DEBT SERVICE PROCEEDS</b>							
<a href="#">306-000-316000</a>	DEBT SERVICE PROCEEDS	2,700,000.00	2,700,000.00	0.00	0.00	-2,700,000.00	0.00 %
	<b>RptType: 3160 - DEBT SERVICE PROCEEDS Total:</b>	<b>2,700,000.00</b>	<b>2,700,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,700,000.00</b>	<b>0.00 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>5,300,000.00</b>	<b>5,300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,300,000.00</b>	<b>0.00 %</b>
	<b>Revenue Total:</b>	<b>5,300,000.00</b>	<b>5,300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,300,000.00</b>	<b>0.00 %</b>
<b>Expense</b>							
<b>Department: 529 - LIBRARY</b>							
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">306-529-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	650,000.00	650,000.00	0.00	0.00	650,000.00	0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>650,000.00</b>	<b>650,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>650,000.00</b>	<b>0.00 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">306-529-620000</a>	CONSTRUCTION	2,400,000.00	2,400,000.00	0.00	0.00	2,400,000.00	0.00 %
<a href="#">306-529-660000</a>	FURNISHINGS & EQUIPMENT	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00 %
<a href="#">306-529-670000</a>	INFRASTRUCTURE	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>3,400,000.00</b>	<b>3,400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,400,000.00</b>	<b>0.00 %</b>
	<b>Department: 529 - LIBRARY Total:</b>	<b>4,050,000.00</b>	<b>4,050,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,050,000.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY</b>							
<b>RptCategory: 90 - OTHER</b>							
<a href="#">306-990-910000</a>	CONTINGENCY FUNDS	1,250,000.00	1,250,000.00	0.00	0.00	1,250,000.00	0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>1,250,000.00</b>	<b>1,250,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,250,000.00</b>	<b>0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>1,250,000.00</b>	<b>1,250,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,250,000.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>5,300,000.00</b>	<b>5,300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,300,000.00</b>	<b>0.00 %</b>
	<b>Fund: 306 - LIBRARY CAPITAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW)</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">307-000-309999</a>	BEGINNING FUND BALANCE	0.00	37,658.00	0.00	0.00	-37,658.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>0.00</b>	<b>37,658.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-37,658.00</b>	<b>0.00 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>0.00</b>	<b>37,658.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-37,658.00</b>	<b>0.00 %</b>
<b>Department: 910 - TRANSFER IN</b>							
<b>RptType: 3990 - TRANSFERS IN</b>							
<a href="#">307-910-399390</a>	TRANSFER IN FROM URBAN RENEWAL	4,640,000.00	13,248,600.00	0.00	197,044.03	-13,051,555.97	1.49 %
	<b>RptType: 3990 - TRANSFERS IN Total:</b>	<b>4,640,000.00</b>	<b>13,248,600.00</b>	<b>0.00</b>	<b>197,044.03</b>	<b>-13,051,555.97</b>	<b>1.49 %</b>
	<b>Department: 910 - TRANSFER IN Total:</b>	<b>4,640,000.00</b>	<b>13,248,600.00</b>	<b>0.00</b>	<b>197,044.03</b>	<b>-13,051,555.97</b>	<b>1.49 %</b>
	<b>Revenue Total:</b>	<b>4,640,000.00</b>	<b>13,286,258.00</b>	<b>0.00</b>	<b>197,044.03</b>	<b>-13,089,213.97</b>	<b>1.48 %</b>
<b>Expense</b>							
<b>Department: 307 - CIVIC CENTER PROJECT</b>							
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">307-307-620310</a>	D/B SELECTION PM	0.00	6,442.00	0.00	0.00	6,442.00	0.00 %
<a href="#">307-307-620320</a>	PROJECT MGMT-OWNERS REP	0.00	181,047.00	2,048.40	11,318.05	169,728.95	6.25 %
<a href="#">307-307-620325</a>	OTHER PROF. SERVICES	0.00	10,000.00	0.00	97.50	9,902.50	0.98 %
<a href="#">307-307-620330</a>	PROJECT LEGAL COSTS	0.00	11,561.00	0.00	225.00	11,336.00	1.95 %
<a href="#">307-307-620360</a>	FINANCE CONSULTING	0.00	20,000.00	0.00	0.00	20,000.00	0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>0.00</b>	<b>229,050.00</b>	<b>2,048.40</b>	<b>11,640.55</b>	<b>217,409.45</b>	<b>5.08 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">307-307-620100</a>	CONSTRUCTION - PHASE 1	0.00	395,222.00	133,700.00	235,592.50	159,629.50	59.61 %
<a href="#">307-307-620110</a>	CONSTRUCTION - PHASE 2	0.00	11,548,428.00	0.00	0.00	11,548,428.00	0.00 %
<a href="#">307-307-620340</a>	TESTING & SPECIAL INSP.	0.00	60,000.00	0.00	0.00	60,000.00	0.00 %
<a href="#">307-307-620365</a>	LAND ACQUISITION/SITE PREP	0.00	958.00	0.00	0.00	958.00	0.00 %
<a href="#">307-307-620370</a>	ADD ALTERNATES	0.00	775,000.00	0.00	-2,500.00	777,500.00	-0.32 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>0.00</b>	<b>12,779,608.00</b>	<b>133,700.00</b>	<b>233,092.50</b>	<b>12,546,515.50</b>	<b>1.82 %</b>
<b>RptCategory: 70 - DEBT SERVICE</b>							
<a href="#">307-307-740040</a>	OFU-ISSUANCE COSTS	0.00	128,600.00	0.00	132,806.59	-4,206.59	103.27 %
	<b>RptCategory: 70 - DEBT SERVICE Total:</b>	<b>0.00</b>	<b>128,600.00</b>	<b>0.00</b>	<b>132,806.59</b>	<b>-4,206.59</b>	<b>103.27 %</b>
<b>RptCategory: 90 - OTHER</b>							
<a href="#">307-307-620390</a>	PROJECT CONTINGENCY	0.00	149,000.00	0.00	0.00	149,000.00	0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>0.00</b>	<b>149,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>149,000.00</b>	<b>0.00 %</b>
	<b>Department: 307 - CIVIC CENTER PROJECT Total:</b>	<b>0.00</b>	<b>13,286,258.00</b>	<b>135,748.40</b>	<b>377,539.64</b>	<b>12,908,718.36</b>	<b>2.84 %</b>
	<b>Expense Total:</b>	<b>0.00</b>	<b>13,286,258.00</b>	<b>135,748.40</b>	<b>377,539.64</b>	<b>12,908,718.36</b>	<b>2.84 %</b>
	<b>Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW) Surplus (Deficit):</b>	<b>4,640,000.00</b>	<b>0.00</b>	<b>-135,748.40</b>	<b>-180,495.61</b>	<b>-180,495.61</b>	<b>0.00 %</b>

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 390 - URBAN RENEWAL FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>						
<b>RptType: 3000 - BEG FUND BAL.</b>						
<a href="#">390-000-309999</a>	BEGINNING FUND BALANCE	7,391,000.00	7,391,000.00	0.00	0.00	-7,391,000.00 0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>7,391,000.00</b>	<b>7,391,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-7,391,000.00 0.00 %</b>
<b>RptType: 3100 - LOCAL TAXES</b>						
<a href="#">390-000-310010</a>	CURRENT YEAR TAXES	726,000.00	726,000.00	668,243.81	668,243.81	-57,756.19 92.04 %
<a href="#">390-000-310050</a>	PRIOR YEAR TAXES	26,000.00	26,000.00	1,849.72	3,295.79	-22,704.21 12.68 %
	<b>RptType: 3100 - LOCAL TAXES Total:</b>	<b>752,000.00</b>	<b>752,000.00</b>	<b>670,093.53</b>	<b>671,539.60</b>	<b>-80,460.40 89.30 %</b>
<b>RptType: 3160 - DEBT SERVICE PROCEEDS</b>						
<a href="#">390-000-381000</a>	OFS-DEBT PROCEEDS	0.00	3,800,000.00	0.00	3,800,000.00	0.00 100.00 %
	<b>RptType: 3160 - DEBT SERVICE PROCEEDS Total:</b>	<b>0.00</b>	<b>3,800,000.00</b>	<b>0.00</b>	<b>3,800,000.00</b>	<b>0.00 100.00 %</b>
<b>RptType: 3301 - INTEREST</b>						
<a href="#">390-000-330100</a>	INTEREST	20,000.00	20,000.00	29,312.18	122,863.52	102,863.52 614.32 %
	<b>RptType: 3301 - INTEREST Total:</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>29,312.18</b>	<b>122,863.52</b>	<b>102,863.52 614.32 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>8,163,000.00</b>	<b>11,963,000.00</b>	<b>699,405.71</b>	<b>4,594,403.12</b>	<b>-7,368,596.88 38.41 %</b>
<b>Department: 910 - TRANSFER IN</b>						
<b>RptType: 3990 - TRANSFERS IN</b>						
<a href="#">390-910-399100</a>	TRANSFER IN FROM GENERAL FUND	0.00	3,000,000.00	0.00	3,000,000.00	0.00 100.00 %
	<b>RptType: 3990 - TRANSFERS IN Total:</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>0.00 100.00 %</b>
	<b>Department: 910 - TRANSFER IN Total:</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>0.00 100.00 %</b>
	<b>Revenue Total:</b>	<b>8,163,000.00</b>	<b>14,963,000.00</b>	<b>699,405.71</b>	<b>7,594,403.12</b>	<b>-7,368,596.88 50.75 %</b>
<b>Expense</b>						
<b>Department: 410 - URBAN RENEWAL</b>						
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>						
<a href="#">390-410-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	59,000.00	100.00	0.00	38.06	61.94 38.06 %
<a href="#">390-410-500120</a>	MUNICIPAL AUDIT CONTRACT	10,000.00	10,000.00	0.00	0.00	10,000.00 0.00 %
<a href="#">390-410-530000</a>	FIRE & LIABILITY INSURANCE	15,000.00	15,000.00	0.00	0.00	15,000.00 0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>84,000.00</b>	<b>25,100.00</b>	<b>0.00</b>	<b>38.06</b>	<b>25,061.94 0.15 %</b>
<b>RptCategory: 70 - DEBT SERVICE</b>						
<a href="#">390-410-730040</a>	DEBT SERVICE - INTEREST	0.00	57,126.00	0.00	0.00	57,126.00 0.00 %
	<b>RptCategory: 70 - DEBT SERVICE Total:</b>	<b>0.00</b>	<b>57,126.00</b>	<b>0.00</b>	<b>0.00</b>	<b>57,126.00 0.00 %</b>
<b>RptCategory: 89 - TRANSFERS OUT</b>						
<a href="#">390-410-899100</a>	TRANSFER OUT TO GENERAL FUND	0.00	45,250.00	0.00	0.00	45,250.00 0.00 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>0.00</b>	<b>45,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,250.00 0.00 %</b>
	<b>Department: 410 - URBAN RENEWAL Total:</b>	<b>84,000.00</b>	<b>127,476.00</b>	<b>0.00</b>	<b>38.06</b>	<b>127,437.94 0.03 %</b>
<b>Department: 920 - TRANSFER OUT</b>						
<b>RptCategory: 89 - TRANSFERS OUT</b>						
<a href="#">390-920-899307</a>	TRANSFER OUT TO CIVIC BUILDINGS ...	4,820,000.00	13,248,600.00	0.00	197,044.03	13,051,555.97 1.49 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>4,820,000.00</b>	<b>13,248,600.00</b>	<b>0.00</b>	<b>197,044.03</b>	<b>13,051,555.97 1.49 %</b>
	<b>Department: 920 - TRANSFER OUT Total:</b>	<b>4,820,000.00</b>	<b>13,248,600.00</b>	<b>0.00</b>	<b>197,044.03</b>	<b>13,051,555.97 1.49 %</b>
<b>Department: 990 - CONTINGENCY</b>						
<b>RptCategory: 90 - OTHER</b>						
<a href="#">390-990-910000</a>	CONTINGENCY FUNDS	2,824,000.00	1,586,924.00	0.00	0.00	1,586,924.00 0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>2,824,000.00</b>	<b>1,586,924.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,586,924.00 0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>2,824,000.00</b>	<b>1,586,924.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,586,924.00 0.00 %</b>
	<b>Expense Total:</b>	<b>7,728,000.00</b>	<b>14,963,000.00</b>	<b>0.00</b>	<b>197,082.09</b>	<b>14,765,917.91 1.32 %</b>
	<b>Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):</b>	<b>435,000.00</b>	<b>0.00</b>	<b>699,405.71</b>	<b>7,397,321.03</b>	<b>7,397,321.03 0.00 %</b>

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 730 - SEWER FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">730-000-309999</a>	BEGINNING FUND BALANCE	2,011,995.00	2,011,995.00	0.00	0.00	-2,011,995.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>2,011,995.00</b>	<b>2,011,995.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,011,995.00</b>	<b>0.00 %</b>
<b>RptType: 3140 - CHARGES FOR SERVICES</b>							
<a href="#">730-000-314050</a>	OAK LODGE SANITARY	538,000.00	538,000.00	50,620.56	263,921.44	-274,078.56	49.06 %
<a href="#">730-000-314055</a>	TRI-CITY SERVICE DISTRICT	1,695,000.00	1,695,000.00	150,109.57	915,046.74	-779,953.26	53.99 %
<a href="#">730-000-314080</a>	CONNECTION FEES	25,000.00	25,000.00	0.00	5,219.00	-19,781.00	20.88 %
	<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>	<b>2,258,000.00</b>	<b>2,258,000.00</b>	<b>200,730.13</b>	<b>1,184,187.18</b>	<b>-1,073,812.82</b>	<b>52.44 %</b>
<b>RptType: 3141 - SDC</b>							
<a href="#">730-000-314110</a>	SEWER SDC'S (13%)	5,000.00	5,000.00	0.00	13,988.09	8,988.09	279.76 %
	<b>RptType: 3141 - SDC Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>13,988.09</b>	<b>8,988.09</b>	<b>279.76 %</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">730-000-360000</a>	ALL OTHER SEWER RECEIPTS	10,000.00	10,000.00	85.00	585.00	-9,415.00	5.85 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>85.00</b>	<b>585.00</b>	<b>-9,415.00</b>	<b>5.85 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>4,284,995.00</b>	<b>4,284,995.00</b>	<b>200,815.13</b>	<b>1,198,760.27</b>	<b>-3,086,234.73</b>	<b>27.98 %</b>
	<b>Revenue Total:</b>	<b>4,284,995.00</b>	<b>4,284,995.00</b>	<b>200,815.13</b>	<b>1,198,760.27</b>	<b>-3,086,234.73</b>	<b>27.98 %</b>
<b>Expense</b>							
<b>Department: 703 - SEWER</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">730-703-431500</a>	ACCOUNTING CLERK	13,900.00	13,900.00	1,202.75	6,013.75	7,886.25	43.26 %
<a href="#">730-703-437049</a>	PUBLIC WORKS DIRECTOR	21,500.00	21,500.00	1,797.80	8,989.00	12,511.00	41.81 %
<a href="#">730-703-437050</a>	PUBLIC WORKS SUPERVISOR	30,000.00	30,000.00	2,203.36	11,553.31	18,446.69	38.51 %
<a href="#">730-703-437055</a>	PW ADMIN ASSISTANT	7,500.00	7,500.00	668.73	3,957.32	3,542.68	52.76 %
<a href="#">730-703-437070</a>	UTILITY WORKER, JOURNEY	84,000.00	84,000.00	7,062.00	36,699.58	47,300.42	43.69 %
<a href="#">730-703-439011</a>	SEASONAL HELP	15,000.00	15,000.00	0.00	5,400.00	9,600.00	36.00 %
<a href="#">730-703-450100</a>	OVERTIME	5,200.00	5,200.00	176.53	1,428.71	3,771.29	27.48 %
<a href="#">730-703-450500</a>	CAREER RECOGNITION PAY	3,500.00	3,500.00	191.33	993.09	2,506.91	28.37 %
<a href="#">730-703-470000</a>	ASSOCIATED PAYROLL COSTS	125,000.00	125,000.00	6,119.35	32,278.97	92,721.03	25.82 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>305,600.00</b>	<b>305,600.00</b>	<b>19,421.85</b>	<b>107,313.73</b>	<b>198,286.27</b>	<b>35.12 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">730-703-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	33,000.00	33,000.00	3,589.47	8,306.62	24,693.38	25.17 %
<a href="#">730-703-500452</a>	SDC PASS THROUGH TO TCSD	20,625.00	20,625.00	2,459.00	5,584.00	15,041.00	27.07 %
<a href="#">730-703-500456</a>	OAK LODGE SANITARY DISTRICT	520,000.00	520,000.00	84,262.05	168,419.69	351,580.31	32.39 %
<a href="#">730-703-500458</a>	TRI-CITY SERVICE DISTRICT	1,160,000.00	1,160,000.00	102,521.89	414,216.99	745,783.01	35.71 %
<a href="#">730-703-520130</a>	OPERATIONS, MAINTENANCE & REPA...	65,000.00	65,000.00	1,015.18	17,957.14	47,042.86	27.63 %
<a href="#">730-703-520320</a>	FLEET FUEL, MAINTENANCE & REPAIR	85,000.00	85,000.00	1,833.77	6,067.01	78,932.99	7.14 %
<a href="#">730-703-520400</a>	OFFICE SUPPLIES & EQUIPMENT	3,500.00	3,500.00	321.88	1,054.18	2,445.82	30.12 %
<a href="#">730-703-520430</a>	UTILITY BILLS & POSTAGE	8,000.00	8,000.00	653.69	3,329.31	4,670.69	41.62 %
<a href="#">730-703-540220</a>	TRAVEL, CONFERENCES & TRAINING	6,000.00	6,000.00	12.17	461.12	5,538.88	7.69 %
<a href="#">730-703-540300</a>	SMALL TOOLS, EQUIPMENT & SAFETY...	16,500.00	16,500.00	338.11	4,725.02	11,774.98	28.64 %
<a href="#">730-703-540400</a>	DUMPING, HAULING, GARBAGE	20,000.00	20,000.00	0.00	50.00	19,950.00	0.25 %
<a href="#">730-703-560100</a>	UTILITIES	2,500.00	2,500.00	98.30	435.87	2,064.13	17.43 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>1,940,125.00</b>	<b>1,940,125.00</b>	<b>197,105.51</b>	<b>630,606.95</b>	<b>1,309,518.05</b>	<b>32.50 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">730-703-660100</a>	EQUIPMENT REPLACEMENT RESERVES	679,000.00	679,000.00	0.00	0.00	679,000.00	0.00 %
<a href="#">730-703-676050</a>	SYSTEM IMPROVEMENTS & PROJECTS	818,000.00	818,000.00	0.00	0.00	818,000.00	0.00 %
<a href="#">730-703-678090</a>	RESERVE FROM SDC'S	0.00	0.00	15,000.00	15,000.00	-15,000.00	0.00 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>1,497,000.00</b>	<b>1,497,000.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>1,482,000.00</b>	<b>1.00 %</b>
	<b>Department: 703 - SEWER Total:</b>	<b>3,742,725.00</b>	<b>3,742,725.00</b>	<b>231,527.36</b>	<b>752,920.68</b>	<b>2,989,804.32</b>	<b>20.12 %</b>
<b>Department: 920 - TRANSFER OUT</b>							
<b>RptCategory: 89 - TRANSFERS OUT</b>							
<a href="#">730-920-899100</a>	TRANSFER OUT TO GENERAL FUND	28,620.00	28,620.00	0.00	0.00	28,620.00	0.00 %

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">730-920-899205</a> TRANSFER OUT TO ROAD & STREET F...	113,650.00	113,650.00	0.00	0.00	113,650.00	0.00 %
<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>142,270.00</b>	<b>142,270.00</b>	<b>0.00</b>	<b>0.00</b>	<b>142,270.00</b>	<b>0.00 %</b>
<b>Department: 920 - TRANSFER OUT Total:</b>	<b>142,270.00</b>	<b>142,270.00</b>	<b>0.00</b>	<b>0.00</b>	<b>142,270.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY</b>						
<b>RptCategory: 90 - OTHER</b>						
<a href="#">730-990-910000</a> CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
<b>RptCategory: 90 - OTHER Total:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY Total:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>	<b>4,284,995.00</b>	<b>4,284,995.00</b>	<b>231,527.36</b>	<b>752,920.68</b>	<b>3,532,074.32</b>	<b>17.57 %</b>
<b>Fund: 730 - SEWER FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-30,712.23</b>	<b>445,839.59</b>	<b>445,839.59</b>	<b>0.00 %</b>

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 740 - WATER FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">740-000-309999</a>	BEGINNING FUND BALANCE	1,943,432.00	1,943,432.00	0.00	0.00	-1,943,432.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>1,943,432.00</b>	<b>1,943,432.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,943,432.00</b>	<b>0.00 %</b>
<b>RptType: 3140 - CHARGES FOR SERVICES</b>							
<a href="#">740-000-314060</a>	WATER SERVICE REVENUE	1,373,000.00	1,373,000.00	133,735.31	834,203.41	-538,796.59	60.76 %
<a href="#">740-000-314080</a>	WATER SERVICE CONNECTIONS	12,000.00	12,000.00	3,780.00	5,590.00	-6,410.00	46.58 %
	<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>	<b>1,385,000.00</b>	<b>1,385,000.00</b>	<b>137,515.31</b>	<b>839,793.41</b>	<b>-545,206.59</b>	<b>60.63 %</b>
<b>RptType: 3141 - SDC</b>							
<a href="#">740-000-314110</a>	WATER SDC'S (87%)	20,000.00	20,000.00	0.00	19,993.16	-6.84	99.97 %
	<b>RptType: 3141 - SDC Total:</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>19,993.16</b>	<b>-6.84</b>	<b>99.97 %</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">740-000-360000</a>	ALL OTHER WATER RECEIPTS	37,500.00	37,500.00	-469.09	-319.09	-37,819.09	0.85 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>37,500.00</b>	<b>37,500.00</b>	<b>-469.09</b>	<b>-319.09</b>	<b>-37,819.09</b>	<b>0.85 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>3,385,932.00</b>	<b>3,385,932.00</b>	<b>137,046.22</b>	<b>859,467.48</b>	<b>-2,526,464.52</b>	<b>25.38 %</b>
	<b>Revenue Total:</b>	<b>3,385,932.00</b>	<b>3,385,932.00</b>	<b>137,046.22</b>	<b>859,467.48</b>	<b>-2,526,464.52</b>	<b>25.38 %</b>
<b>Expense</b>							
<b>Department: 704 - WATER</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">740-704-431500</a>	ACCOUNTING CLERK	18,500.00	18,500.00	1,443.30	7,216.50	11,283.50	39.01 %
<a href="#">740-704-437049</a>	PUBLIC WORKS DIRECTOR	23,000.00	23,000.00	1,797.80	8,989.00	14,011.00	39.08 %
<a href="#">740-704-437050</a>	PUBLIC WORKS SUPERVISOR	36,000.00	36,000.00	2,244.63	11,928.90	24,071.10	33.14 %
<a href="#">740-704-437055</a>	PW ADMIN ASSISTANT	8,000.00	8,000.00	668.73	3,957.32	4,042.68	49.47 %
<a href="#">740-704-437070</a>	UTILITY WORKER, JOURNEY	155,000.00	155,000.00	11,439.50	53,476.71	101,523.29	34.50 %
<a href="#">740-704-439011</a>	SEASONAL HELP	25,000.00	25,000.00	0.00	6,165.00	18,835.00	24.66 %
<a href="#">740-704-450100</a>	OVERTIME	10,000.00	10,000.00	477.57	2,964.13	7,035.87	29.64 %
<a href="#">740-704-450500</a>	CAREER RECOGNITION PAY	2,500.00	2,500.00	186.26	917.53	1,582.47	36.70 %
<a href="#">740-704-470000</a>	ASSOCIATED PAYROLL COSTS	175,000.00	175,000.00	8,390.57	40,114.59	134,885.41	22.92 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>453,000.00</b>	<b>453,000.00</b>	<b>26,648.36</b>	<b>135,729.68</b>	<b>317,270.32</b>	<b>29.96 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">740-704-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	60,000.00	60,000.00	4,943.44	21,126.86	38,873.14	35.21 %
<a href="#">740-704-500240</a>	METER READING CONTRACT	35,000.00	35,000.00	2,118.54	10,587.12	24,412.88	30.25 %
<a href="#">740-704-500425</a>	WHOLESALE WATER	560,000.00	560,000.00	46,068.26	130,921.36	429,078.64	23.38 %
<a href="#">740-704-520120</a>	BANK CHARGES	13,000.00	13,000.00	1,964.56	12,351.82	648.18	95.01 %
<a href="#">740-704-520130</a>	OPERATIONS, MAINTENANCE & REPA...	145,000.00	145,000.00	16,292.92	36,995.00	108,005.00	25.51 %
<a href="#">740-704-520162</a>	LABORATORY WATER TESTS	15,000.00	15,000.00	0.00	198.00	14,802.00	1.32 %
<a href="#">740-704-520165</a>	FIRE HYDRANT MAINTENANCE & REP...	18,000.00	18,000.00	-40.17	707.88	17,292.12	3.93 %
<a href="#">740-704-520310</a>	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	0.00	-353.10	353.10	0.00 %
<a href="#">740-704-520320</a>	FLEET FUEL, MAINTENANCE & REPAIR	97,000.00	97,000.00	2,031.26	4,931.46	92,068.54	5.08 %
<a href="#">740-704-520400</a>	OFFICE SUPPLIES & EQUIPMENT	2,000.00	2,000.00	225.61	561.76	1,438.24	28.09 %
<a href="#">740-704-520430</a>	UTILITY BILLS & POSTAGE	5,500.00	5,500.00	653.70	3,329.32	2,170.68	60.53 %
<a href="#">740-704-540200</a>	DUES & MEMBERSHIPS	0.00	0.00	0.00	345.00	-345.00	0.00 %
<a href="#">740-704-540220</a>	TRAVEL, CONFERENCES & TRAINING	3,600.00	3,600.00	707.17	1,837.30	1,762.70	51.04 %
<a href="#">740-704-540300</a>	SMALL TOOLS, EQUIPMENT & SAFETY...	15,000.00	15,000.00	491.11	5,318.21	9,681.79	35.45 %
<a href="#">740-704-540400</a>	DUMPING, HAULING, GARBAGE	15,000.00	15,000.00	0.00	2,156.51	12,843.49	14.38 %
<a href="#">740-704-560100</a>	UTILITIES	18,000.00	18,000.00	1,585.63	8,273.23	9,726.77	45.96 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>1,002,100.00</b>	<b>1,002,100.00</b>	<b>77,042.03</b>	<b>239,287.73</b>	<b>762,812.27</b>	<b>23.88 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">740-704-676050</a>	SYSTEM IMPROVEMENTS & PROJECTS	890,000.00	890,000.00	0.00	0.00	890,000.00	0.00 %
<a href="#">740-704-678090</a>	RESERVE FROM SDC'S	375,000.00	375,000.00	0.00	0.00	375,000.00	0.00 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>1,265,000.00</b>	<b>1,265,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,265,000.00</b>	<b>0.00 %</b>
<b>RptCategory: 70 - DEBT SERVICE</b>							
<a href="#">740-704-720040</a>	2005 BONDED DEBT/PRINCIPAL	153,000.00	153,000.00	0.00	153,000.00	0.00	100.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">740-704-730040</a>	2005 BONDED DEBT/INTEREST	24,682.00	24,682.00	0.00	13,097.70	11,584.30	53.07 %
	<b>RptCategory: 70 - DEBT SERVICE Total:</b>	<b>177,682.00</b>	<b>177,682.00</b>	<b>0.00</b>	<b>166,097.70</b>	<b>11,584.30</b>	<b>93.48 %</b>
	<b>Department: 704 - WATER Total:</b>	<b>2,897,782.00</b>	<b>2,897,782.00</b>	<b>103,690.39</b>	<b>541,115.11</b>	<b>2,356,666.89</b>	<b>18.67 %</b>
<b>Department: 920 - TRANSFER OUT</b>							
<b>RptCategory: 89 - TRANSFERS OUT</b>							
<a href="#">740-920-899100</a>	TRANSFER OUT TO GENERAL FUND	16,025.00	16,025.00	0.00	0.00	16,025.00	0.00 %
<a href="#">740-920-899205</a>	TRANSFER OUT TO ROAD & STREET F...	72,125.00	72,125.00	0.00	0.00	72,125.00	0.00 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>88,150.00</b>	<b>88,150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>88,150.00</b>	<b>0.00 %</b>
	<b>Department: 920 - TRANSFER OUT Total:</b>	<b>88,150.00</b>	<b>88,150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>88,150.00</b>	<b>0.00 %</b>
<b>Department: 990 - CONTINGENCY</b>							
<b>RptCategory: 90 - OTHER</b>							
<a href="#">740-990-910000</a>	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	<b>RptCategory: 90 - OTHER Total:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
	<b>Department: 990 - CONTINGENCY Total:</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>3,385,932.00</b>	<b>3,385,932.00</b>	<b>103,690.39</b>	<b>541,115.11</b>	<b>2,844,816.89</b>	<b>15.98 %</b>
	<b>Fund: 740 - WATER FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>33,355.83</b>	<b>318,352.37</b>	<b>318,352.37</b>	<b>0.00 %</b>

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 750 - STORM WATER FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">750-000-309999</a>	BEGINNING FUND BALANCE	30,390.00	30,390.00	0.00	0.00	-30,390.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>30,390.00</b>	<b>30,390.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-30,390.00</b>	<b>0.00 %</b>
<b>RptType: 3140 - CHARGES FOR SERVICES</b>							
<a href="#">750-000-314060</a>	STORM REVENUE	552,080.00	552,080.00	57,476.21	290,180.64	-261,899.36	52.56 %
	<b>RptType: 3140 - CHARGES FOR SERVICES Total:</b>	<b>552,080.00</b>	<b>552,080.00</b>	<b>57,476.21</b>	<b>290,180.64</b>	<b>-261,899.36</b>	<b>52.56 %</b>
<b>RptType: 3141 - SDC</b>							
<a href="#">750-000-314110</a>	STORMWATER SDC'S	0.00	0.00	0.00	2,881.00	2,881.00	0.00 %
	<b>RptType: 3141 - SDC Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,881.00</b>	<b>2,881.00</b>	<b>0.00 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>582,470.00</b>	<b>582,470.00</b>	<b>57,476.21</b>	<b>293,061.64</b>	<b>-289,408.36</b>	<b>50.31 %</b>
	<b>Revenue Total:</b>	<b>582,470.00</b>	<b>582,470.00</b>	<b>57,476.21</b>	<b>293,061.64</b>	<b>-289,408.36</b>	<b>50.31 %</b>
<b>Expense</b>							
<b>Department: 705 - PUBLIC WORKS DIRECTOR</b>							
<b>RptCategory: 40 - PERSONNEL SERVICES</b>							
<a href="#">750-705-431500</a>	ACCOUNTING CLERK	15,750.00	15,750.00	1,202.75	6,013.75	9,736.25	38.18 %
<a href="#">750-705-437049</a>	PUBLIC WORKS DIRECTOR	22,380.00	22,380.00	1,797.80	8,989.00	13,391.00	40.17 %
<a href="#">750-705-437050</a>	PUBLIC WORKS SUPERVISOR	26,200.00	26,200.00	2,203.35	11,400.29	14,799.71	43.51 %
<a href="#">750-705-437055</a>	PW ADMIN ASSISTANT	8,000.00	8,000.00	668.73	3,957.31	4,042.69	49.47 %
<a href="#">750-705-437070</a>	UTILITY WORKER, JOURNEY	65,000.00	65,000.00	3,931.00	19,517.84	45,482.16	30.03 %
<a href="#">750-705-439011</a>	SEASONAL HELP	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
<a href="#">750-705-450100</a>	OVERTIME	7,000.00	7,000.00	37.06	375.29	6,624.71	5.36 %
<a href="#">750-705-450500</a>	CAREER RECOGNITION PAY	500.00	500.00	36.08	180.40	319.60	36.08 %
<a href="#">750-705-470000</a>	ASSOCIATED PAYROLL COSTS	100,000.00	100,000.00	5,051.23	25,415.80	74,584.20	25.42 %
	<b>RptCategory: 40 - PERSONNEL SERVICES Total:</b>	<b>269,830.00</b>	<b>269,830.00</b>	<b>14,928.00</b>	<b>75,849.68</b>	<b>193,980.32</b>	<b>28.11 %</b>
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">750-705-500110</a>	CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	3,816.79	9,098.78	10,901.22	45.49 %
<a href="#">750-705-520130</a>	OPERATIONS, MAINTENANCE & REPA...	30,000.00	30,000.00	1,616.22	14,321.17	15,678.83	47.74 %
<a href="#">750-705-520320</a>	FLEET FUEL, MAINTENANCE & REPAIR	50,000.00	50,000.00	1,960.27	3,874.90	46,125.10	7.75 %
<a href="#">750-705-520400</a>	OFFICE SUPPLIES & EQUIPMENT	1,300.00	1,300.00	225.60	561.69	738.31	43.21 %
<a href="#">750-705-520430</a>	UTILITY BILLS & POSTAGE	5,000.00	5,000.00	653.89	3,330.31	1,669.69	66.61 %
<a href="#">750-705-540220</a>	TRAVEL, CONFERENCES & TRAINING	2,700.00	2,700.00	12.16	888.38	1,811.62	32.90 %
<a href="#">750-705-540300</a>	SMALL TOOLS, EQUIPMENT & SAFETY...	17,000.00	17,000.00	338.19	4,672.80	12,327.20	27.49 %
<a href="#">750-705-540400</a>	DUMPING, HAULING, GARBAGE	19,000.00	19,000.00	0.00	315.00	18,685.00	1.66 %
<a href="#">750-705-560100</a>	UTILITIES	1,000.00	1,000.00	51.67	206.49	793.51	20.65 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>146,000.00</b>	<b>146,000.00</b>	<b>8,674.79</b>	<b>37,269.52</b>	<b>108,730.48</b>	<b>25.53 %</b>
<b>RptCategory: 60 - CAPITAL OUTLAY</b>							
<a href="#">750-705-676050</a>	SYSTEM IMPROVEMENTS & PROJECTS	38,000.00	38,000.00	0.00	0.00	38,000.00	0.00 %
	<b>RptCategory: 60 - CAPITAL OUTLAY Total:</b>	<b>38,000.00</b>	<b>38,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,000.00</b>	<b>0.00 %</b>
	<b>Department: 705 - PUBLIC WORKS DIRECTOR Total:</b>	<b>453,830.00</b>	<b>453,830.00</b>	<b>23,602.79</b>	<b>113,119.20</b>	<b>340,710.80</b>	<b>24.93 %</b>
<b>Department: 920 - TRANSFER OUT</b>							
<b>RptCategory: 89 - TRANSFERS OUT</b>							
<a href="#">750-920-899100</a>	TRANSFER OUT TO GENERAL FUND	70,350.00	70,350.00	0.00	0.00	70,350.00	0.00 %
<a href="#">750-920-899205</a>	TRANSFER OUT TO ROAD & STREET F...	37,500.00	37,500.00	0.00	0.00	37,500.00	0.00 %
	<b>RptCategory: 89 - TRANSFERS OUT Total:</b>	<b>107,850.00</b>	<b>107,850.00</b>	<b>0.00</b>	<b>0.00</b>	<b>107,850.00</b>	<b>0.00 %</b>
	<b>Department: 920 - TRANSFER OUT Total:</b>	<b>107,850.00</b>	<b>107,850.00</b>	<b>0.00</b>	<b>0.00</b>	<b>107,850.00</b>	<b>0.00 %</b>

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 990 - CONTINGENCY						
RptCategory: 90 - OTHER						
<a href="#">750-990-910000</a> CONTINGENCY FUNDS	20,790.00	20,790.00	0.00	0.00	20,790.00	0.00 %
RptCategory: 90 - OTHER Total:	20,790.00	20,790.00	0.00	0.00	20,790.00	0.00 %
Department: 990 - CONTINGENCY Total:	20,790.00	20,790.00	0.00	0.00	20,790.00	0.00 %
Expense Total:	582,470.00	582,470.00	23,602.79	113,119.20	469,350.80	19.42 %
Fund: 750 - STORM WATER FUND Surplus (Deficit):	0.00	0.00	33,873.42	179,942.44	179,942.44	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 11/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 801 - MUNICIPAL COURT TRUST FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL</b>							
<b>RptType: 3000 - BEG FUND BAL.</b>							
<a href="#">801-000-309999</a>	BEGINNING FUND BALANCE	8,000.00	8,000.00	0.00	0.00	-8,000.00	0.00 %
	<b>RptType: 3000 - BEG FUND BAL. Total:</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-8,000.00</b>	<b>0.00 %</b>
<b>RptType: 3260 - FINES AND FORFEITURES</b>							
<a href="#">801-000-326020</a>	CITY OF GLADSTONE FINES/FEES	362,000.00	362,000.00	32,698.38	172,991.07	-189,008.93	47.79 %
<a href="#">801-000-326030</a>	CLACKAMAS COUNTY FINES/FEES	12,000.00	12,000.00	1,016.22	5,730.52	-6,269.48	47.75 %
<a href="#">801-000-326040</a>	STATE OF OREGON FINES/FEES	35,000.00	35,000.00	4,935.52	25,963.91	-9,036.09	74.18 %
<a href="#">801-000-326050</a>	RESTITUTION	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
<a href="#">801-000-326060</a>	BOND	20,000.00	20,000.00	-57.50	1,329.21	-18,670.79	6.65 %
	<b>RptType: 3260 - FINES AND FORFEITURES Total:</b>	<b>432,000.00</b>	<b>432,000.00</b>	<b>38,592.62</b>	<b>206,014.71</b>	<b>-225,985.29</b>	<b>47.69 %</b>
<b>RptType: 3600 - MISCELLANEOUS</b>							
<a href="#">801-000-360000</a>	ALL OTHER COURT FEES	0.00	0.00	78.76	482.04	482.04	0.00 %
	<b>RptType: 3600 - MISCELLANEOUS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>78.76</b>	<b>482.04</b>	<b>482.04</b>	<b>0.00 %</b>
	<b>Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:</b>	<b>440,000.00</b>	<b>440,000.00</b>	<b>38,671.38</b>	<b>206,496.75</b>	<b>-233,503.25</b>	<b>46.93 %</b>
	<b>Revenue Total:</b>	<b>440,000.00</b>	<b>440,000.00</b>	<b>38,671.38</b>	<b>206,496.75</b>	<b>-233,503.25</b>	<b>46.93 %</b>
<b>Expense</b>							
<b>Department: 220 - COURT</b>							
<b>RptCategory: 50 - MATERIAL AND SERVICES</b>							
<a href="#">801-220-500500</a>	CITY OF GLADSTONE FINES & FEES	356,400.00	356,400.00	34,022.51	181,009.65	175,390.35	50.79 %
<a href="#">801-220-500510</a>	CLACKAMAS COUNTY FINES & FEES	20,600.00	20,600.00	1,229.08	6,354.22	14,245.78	30.85 %
<a href="#">801-220-500520</a>	STATE OF OREGON FINES & FEES	40,000.00	40,000.00	5,109.67	27,808.75	12,191.25	69.52 %
<a href="#">801-220-500530</a>	RESTITUTION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
<a href="#">801-220-500540</a>	BOND - COURT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<a href="#">801-220-500550</a>	ALL OTHER FEES & FINES	0.00	0.00	0.00	481.73	-481.73	0.00 %
	<b>RptCategory: 50 - MATERIAL AND SERVICES Total:</b>	<b>440,000.00</b>	<b>440,000.00</b>	<b>40,361.26</b>	<b>215,654.35</b>	<b>224,345.65</b>	<b>49.01 %</b>
	<b>Department: 220 - COURT Total:</b>	<b>440,000.00</b>	<b>440,000.00</b>	<b>40,361.26</b>	<b>215,654.35</b>	<b>224,345.65</b>	<b>49.01 %</b>
	<b>Expense Total:</b>	<b>440,000.00</b>	<b>440,000.00</b>	<b>40,361.26</b>	<b>215,654.35</b>	<b>224,345.65</b>	<b>49.01 %</b>
	<b>Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,689.88</b>	<b>-9,157.60</b>	<b>-9,157.60</b>	<b>0.00 %</b>
	<b>Report Surplus (Deficit):</b>	<b>5,075,000.00</b>	<b>0.00</b>	<b>3,859,933.58</b>	<b>9,634,348.50</b>	<b>9,634,348.50</b>	<b>0.00 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
100 - GENERAL FUND	0.00	0.00	2,670,023.76	1,061,728.51	1,061,728.51
205 - ROAD AND STREET FUND	0.00	0.00	34,170.56	157,271.15	157,271.15
228 - POLICE LEVY FUND	0.00	0.00	375,627.68	178,339.00	178,339.00
229 - FIRE LEVY FUND	0.00	0.00	181,627.13	85,207.62	85,207.62
306 - LIBRARY CAPITAL FUND	0.00	0.00	0.00	0.00	0.00
307 - CIVIC BUILDINGS CAPITAL FUN	4,640,000.00	0.00	-135,748.40	-180,495.61	-180,495.61
390 - URBAN RENEWAL FUND	435,000.00	0.00	699,405.71	7,397,321.03	7,397,321.03
730 - SEWER FUND	0.00	0.00	-30,712.23	445,839.59	445,839.59
740 - WATER FUND	0.00	0.00	33,355.83	318,352.37	318,352.37
750 - STORM WATER FUND	0.00	0.00	33,873.42	179,942.44	179,942.44
801 - MUNICIPAL COURT TRUST FUN	0.00	0.00	-1,689.88	-9,157.60	-9,157.60
<b>Report Surplus (Deficit):</b>	<b>5,075,000.00</b>	<b>0.00</b>	<b>3,859,933.58</b>	<b>9,634,348.50</b>	<b>9,634,348.50</b>

**CHECK REGISTER FOR NOVEMBER 2018**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor</b>		<b>Line Item Description</b>
11/1/2018	86200 - 86208	UB Refund Checks	666.73	Utility Bill Refunds - PW
11/1/2018	86209	Maxwell Rentals	1,000.00	Apartment Rent - FD
11/1/2018	86210	Visitation Catholic Church	190.00	Tram Excursion - SC
11/06/2018	86211	Clackamas ESD	895.50	Quarterly Data Backup - Admin
11/06/2018	86212	Gold Wrench	287.90	Vehicle Maintenance - PD
11/06/2018	86213	Honey Bucket	935.60	Portable Restrooms - PW
11/06/2018	86214	Northwest Natural Gas	336.49	Natural Gas - All Depts
11/06/2018	86215	PORAC Legal Defense Fund	351.00	Legal Defense Fund - PD
11/06/2018	86216	Portland General Electric	5,632.44	Electricity Usage - All Depts.
11/06/2018	86217	Ron Tonkin CJDRF	24,772.00	Vehicle Purchase - PD
11/06/2018	86218	Shiels Oblatz Johnsen	2,281.95	Civic Building Fees - Admin
11/06/2018	86219	Spartan Environmental Svcs. LLC	16,345.00	Sewer Scoping/Inspection - PW
11/06/2018	86220	Verizon Wireless	2,778.32	Cell Phones - All Depts
11/07/2018	86221	Marinna Orta	82.50	Training Per Diem
11/08/2018	ACH	US Bank	27,086.20	P-Card Expenses - All Depts
11/08/2018	86222	Accurate Electric of Oregon I	727.20	Ballast Replacement - PW/LIB
11/08/2018	86223	Airgas USA LLC	131.90	Oxygen Cylinders - FD
11/08/2018	86224	Aramark	83.19	Mats/Coveralls - PW
11/08/2018	86225	AXON Enterprise, Inc.	986.10	Taser Assurance Plan - PD
11/08/2018	86226	BridgePay Network Solutions, LLC	93.50	UB Online Banking Charges - PW
11/08/2018	86227	Buel's Impressions Printing	120.00	Business Cards - PD
11/08/2018	86228	City of Estacada	70.00	CCA Dinner - Neace/Tracy
11/08/2018	86229	Clackamas Auto Parts Inc	29.42	Parts - FD
11/08/2018	86230	Clackamas County Business Alliance	60.00	CCBA Forum - Neace/Betz
11/08/2018	86231	Clackamas County Finance Department	49,434.16	Planning/Dispatch/Signal Maint - Admin/PD/FD/PW
11/08/2018	86232	Clackamas Fire District #1	2,438.30	IGA Fleet Labor - FD
11/08/2018	86233	Demco	289.76	Office Supplies - LIB
11/08/2018	86234	General Tree Service	714.00	Tree/Shrub Fertilization - PW
11/08/2018	86235	Gladstone Oak Grove Rotary Foundation	540.00	Annual Membership - Betz/Jolley
11/08/2018	86236	Home Depot	235.82	Tools/Station Supplies - FD
11/08/2018	86237	Houston, Marc R	995.00	Physician Advisor - FD
11/08/2018	86238	Hughes Fire Equipment	346.50	Equipment Testing - FD
11/08/2018	86239	Jack Rawlings	195.08	Paper Products - SC
11/08/2018	86240	Jal Duncan Photography	34.00	Portraits - FD
11/08/2018	86241	Jill Tate	480.00	Transcription - Admin
11/08/2018	86242	Law Office of John Millar	2,150.00	Indigent Defense - CT
11/08/2018	86243	Life-Assist Inc	2,549.65	First Responder Supplies - FD
11/08/2018	86244	Lluvia Aldaco	228.90	Conference Mileage Reimbursement - CT
11/08/2018	86245	Lucy Heil, Attorney at Law	500.00	Indigent Defense - CT
11/08/2018	86246	Lundquist Legal, LLC	3,000.00	Prosecutor Services - CT
11/08/2018	86247	Marna Barnes	10.95	Supplies Reimbursement - PW
11/08/2018	86248	National Pen Co. LLC	159.94	Pens - FD
11/08/2018	86249	North Clackamas County	43,420.46	Water Usage - PW
11/08/2018	86250	Northwest Safety Clean	447.15	Equipment Maintenance - FD
11/08/2018	86251	Oak Lodge Water Services	1,633.36	Water Usage - PW
11/08/2018	86252	Office Depot	134.74	Office Supplies - LIB
11/08/2018	86253	One Call Concepts Inc	100.80	Utility Notifications - PW
11/08/2018	86254	Oregon Patrol Service	570.00	Court Security - CT
11/08/2018	86255	Pacific Office Automation Inc	184.00	Copier usage - PW
11/08/2018	86256	Pamplin Media Group	1,719.00	Newsletter Printing - Admin
11/08/2018	86257	Pest Solutions	250.00	Nuisance Wildlife Control - PW
11/08/2018	86258	RH Media Services LLC	5,200.00	IT Services - Admin
11/08/2018	86259	Satcom Global	42.75	Satellite Phone - PD
11/08/2018	86260	SeaWestern	7,208.20	Equipment - FD
11/08/2018	86261	Shred-it USA LLC	115.16	Shredding Service - PD
11/08/2018	86262	Smith-Wagar Brucker Consulting Inc.	8,332.50	Financial Services - Admin
11/08/2018	86263	Solutions Yes	27.82	Copier Usage - PD
11/08/2018	86264	Stein Oil Co. Inc.	4,077.56	Gasoline - FD/PW/PD
11/13/2018	86265	United States Postal Service	976.25	Newsletter Postage - Admin
11/15/2018	86266	Across the Street Productions	2,200.00	Instructor Renewal - FD
11/15/2018	86267	American Medical Response	20,877.60	First Responder Supplies - FD
11/15/2018	86268	Backflow Management Inc	752.00	Quarterly Reports - PW
11/15/2018	86269	Baker & Taylor Inc	4,693.59	New Books - LIB
11/15/2018	86270	Bateman Senior Meals	1,319.49	Frozen Meals/Supplies/Beverages - SC
11/15/2018	86271	Centeo Worldwide Limited	79.75	Envelopes - Admin
11/15/2018	86272	City of Portland	287.00	Rapid Billing Annual Fee - PD

**CHECK REGISTER FOR NOVEMBER 2018**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor</b>		<b>Line Item Description</b>
11/15/2018	86273	Comcast Business	258.37	Internet/Voice - PW
11/15/2018	86274	Curtis, L. N. Co.	784.50	Uniforms - PD
11/15/2018	86275	Dujea	164.00	Uniforms - PD
11/15/2018	86276	EBSCO Information Services	3,066.67	Annual Magazine Renewals - LIB
11/15/2018	86277	Elite Window Tinting, LLC	249.00	Vehicle Window Tinting - PD
11/15/2018	86278	Firecom	360.00	Headsets - FD
11/15/2018	86279	Gold Wrench	492.47	Vehicle Maintenance - PD
11/15/2018	86280	Harden Psychological Associates, P.C.	600.00	Post Offer Evaluations - FD
11/15/2018	86281	Linda Kildow	90.00	Craft Program - LIB
11/15/2018	86282	Midwest Tape	1,840.21	Non-Print Items - LIB
11/15/2018	86283	Northwest Senior Theater	40.00	Tram Excursion - SC
11/15/2018	86284	Oak Lodge Water Services	84,944.95	Sanitary Sewer Charges - PW
11/15/2018	86285	Office Depot	221.76	Office Supplies - PD/FD/LIB
11/15/2018	86286	Portland General Electric	5,884.71	Street Light Electricity - PW
11/15/2018	86287	Portland Road & Driveway Co., Inc.	480.00	Dump Fees - PW
11/15/2018	86288	Sisul Engineering	4,457.50	Engineering Services - PW
11/15/2018	86289	State of Oregon	250.00	Mediation - Admin
11/15/2018	86290	Steven Graves Jr.	36.50	CDL License Reimbursement - PW
11/15/2018	86291	Sun Life Financial	104.05	Life Insurance - FD
11/15/2018	86292	TransUnion Risk and Alternative	25.00	Data Research - PD
11/15/2018	86293	Tri Cities Service District	104,980.89	Sewer Billing - PW
11/15/2018	86294	Val Codino Consulting	500.00	Consulting Fee - FD
11/19/2018	86295	Hathaway Larson Trust Acct.	15,000.00	Settlement Fee - PW
11/21/2018	86296	Alexin Analytical Laboratories	432.00	Drinking Water Tests - PW
11/21/2018	86297	Allstream	1,220.66	Land Lines - Admin/SC/PW
11/21/2018	86298	Aramark	55.46	Coveralls/Mats - PW
11/21/2018	86299	Belooft & Haines	6,000.00	Municipal Court Judge - CT
11/21/2018	86300	Clackamas County Environmental Health	267.00	Splash Pool Annual Permit - PW
11/21/2018	86301	Comcast	176.98	Internet/Voice - PD
11/21/2018	86302	Curtis, L. N. Co.	1,558.87	Uniforms - PD
11/21/2018	86303	John Southgate LLC	1,500.00	Professional Services - Admin
11/21/2018	86304	Marinna Orta	32.75	Training Expense Reimbursement - PD
11/21/2018	86305	Metereaders	2,118.54	Metereading - PW
11/21/2018	86306	Oregon DMV	3.00	Driving Records - Admin
11/21/2018	86307	P & C Construction	133,700.00	Civic Building Phase I - Admin
11/21/2018	86308	Paramount Pest Control Inc	205.00	Pest Control - PW
11/21/2018	86309	Pioneer Animal Hospital	74.45	K-9 Expenses - PD
11/21/2018	86310	Robert C Johnson	770.00	Landscaping - LIB
11/21/2018	86311	Ruben Medina LLC	150.00	Indigent Defense - CT
11/21/2018	86312	Schumaker & Bernstein	150.00	Indigent Defense - CT
11/21/2018	86313	Shiels Obletz Johnsen	2,048.40	Civic Building Project Mgmt - Admin
11/21/2018	86314	Sierra Springs	178.56	Drinking Water - Admin/PD
11/21/2018	86315	Sign Guy	1,090.00	Vehicle Graphics - PD
11/21/2018	86316	State of Oregon	195.00	Cross Connection Renewal - PW
11/21/2018	86317	State of Oregon	140.00	Drinking Water Cert. Renewal - PW
11/21/2018	86318	Stitch n' Embroidery Inc.	28.00	Uniform Embroidery - PD
11/21/2018	86319	US Bank Equipment Finance	311.38	Copier Lease - PD
11/21/2018	86320	Watershed LLC	902.72	Uniforms - PD
11/21/2018	86321	Waverly, Karen	200.00	Facility Rental Fee Refund - SC
11/30/2018	86322 - 86325	Payroll Checks	3,146.40	Payroll Checks
11/28/2018	86326	Axa Equi-Vest	6,270.00	Voluntary Payroll Deferred Comp
11/28/2018	86327	Axa EVLICO	141.00	Non-PERS Retirement Pmt
11/28/2018	86328	Axa RIA	2,046.91	Non-PERS Retirement Pmt
11/28/2018	86329	CIS Trust	68,936.59	Monthly Health Insurance
11/28/2018	86330	Clackamas Community Federal Credit Unio	1,102.55	GPA Union Dues
11/28/2018	86331	Clackamas County Benevolent Foundation	25.00	Voluntary Employee Contributions
11/28/2018	86332	Gladstone Fire Department	700.00	Fire Members House Dues
11/28/2018	86333	Oregon AFSCME Council #75	1,172.64	AFSCME Union Dues
11/29/2018	86334-86337	UB Refunds	283.67	Utility Billing Refunds - PW
11/30/2018	86338	Airgas USA LLC	43.97	Oxygen Cylinders - FD
11/30/2018	86339	American Safety & Health Institute	25.00	ASHI Reauthorization Fee - FD
11/30/2018	86340	Beery, Elsner & Hammond LLP	5,585.59	Legal Fees - Admin
11/30/2018	86341	Canon Financial Services, Inc.	157.56	Copier Lease/Usage - FD
11/30/2018	86342	Cintas First Aid Lockbox	256.33	First Aid Supplies - All Depts
11/30/2018	86343	City Wide Tree Service Inc.	1,540.00	Hazardous Tree Maintenance - PW
11/30/2018	86344	Clackamas Fire District #1	1,981.55	Vehicle Maintenance - FD

**CHECK REGISTER FOR NOVEMBER 2018**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor</b>		<b>Line Item Description</b>
11/30/2018	86345	CLIA Laboratory Program	150.00	Certification Fee - FD
11/30/2018	86346	Galls, LLC	438.67	Uniforms - PD
11/30/2018	86347	Genevra Molina	100.00	Interpreting Service - CT
11/30/2018	86348	Jal Duncan Photography	17.00	Portraits - FD
11/30/2018	86349	League of Oregon Cities	126.54	Annual Fee Adjustment - Admin
11/30/2018	86350	Life-Assist Inc	961.39	First Responder Supplies - FD
11/30/2018	86351	Mr. Belvedere's Janitorial	2,155.00	Janitorial Service - PD/LIB/SC/PW/Admin
11/30/2018	86352	Northwest Natural Gas	664.02	Natural Gas - All Depts
11/30/2018	86353	Northwest Safety Clean	35.95	Equipment Maintenance - FD
11/30/2018	86354	Occupational Safety, Health & Wellness LL	1,128.94	Vaccination Clinic - FD
11/30/2018	86355	Office Depot	365.31	Office Supplies - Admin/CT
11/30/2018	86356	Pacific Office Automation	845.61	Copier Lease - LIB
11/30/2018	86357	Pacific Office Automation Inc	242.80	Copier Usage - LIB
11/30/2018	86358	Pamplin Media Group	1,719.00	Newsletter Printing - Admin
11/30/2018	86359	PCR Inc.	469.09	Hydrant Refund - PW
11/30/2018	86360	Ruben Medina LLC	975.00	Indigent Defense - CT
11/30/2018	86361	South County Asphalt LLC	552.96	Asphalt - PW
11/30/2018	86362	Spartan Environmental Svcs. LLC	1,570.00	Flagging Service - PW
11/30/2018	86363	Stein Oil Co. Inc.	3,318.05	Gasoline - FD/PW/PD/SC

Total Checks	<u>\$ 742,483.62</u>
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Urban Renewal Checks

Total Urban Renewal Checks	<u>0.00</u>
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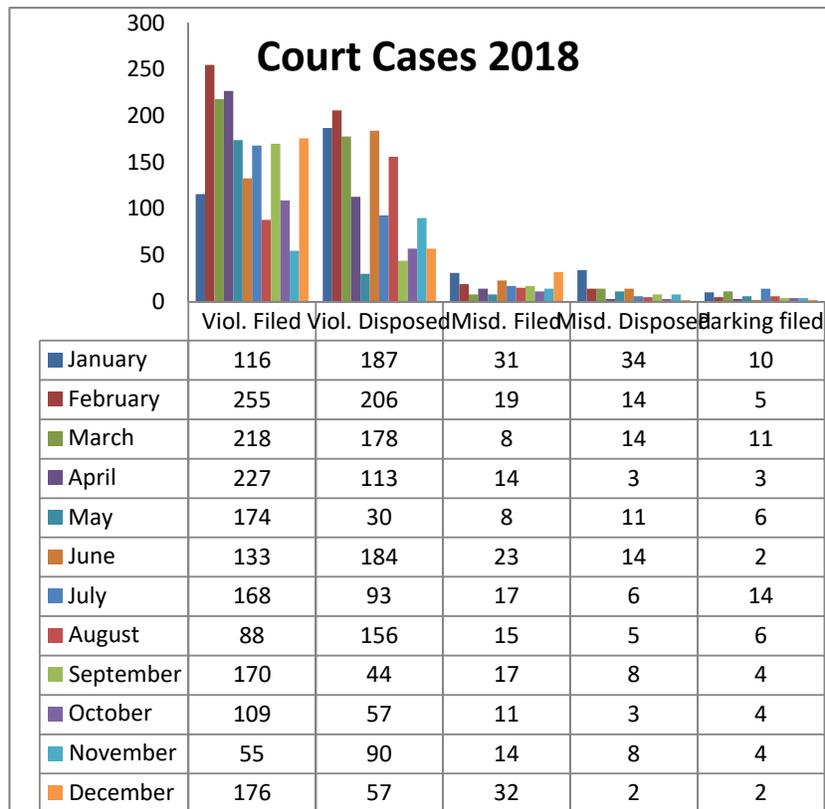
Total Issued in November 2018	<u>\$ 742,483.62</u>
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**ATTORNEY CHARGES**

<b>Attorneys:</b>	<b>July, 2018</b>	<b>Aug, 2018</b>	<b>Sept, 2018</b>	<b>Oct, 2018</b>	<b>Nov, 2018</b>	<b>Dec, 2018</b>	<b>Totals</b>
City Charter	\$ -	\$ -	\$ -	\$ -			\$ -
Elections	292.50	64.50	-	21.50			378.50
Transient Lodging Tax	-	-	-	-			-
General	247.50	22.50	663.00	-			933.00
Civic Center Project	225.00	-	-	-			225.00
Meeting Attendance	-	-	-	-			-
Governance/City Council	450.00	517.50	3,114.78	352.54			4,434.82
Meeting Attendance	802.00	1,005.80	1,094.50	914.50			3,816.80
Intergovernmental	90.00	774.00	285.50	1,098.50			2,248.00
Land Use/ Community Development	765.00	882.50	-	-			1,647.50
Meeting Attendance	667.00	-	-	-			667.00
Parks & Recreation	-	-	247.50	-			247.50
Personnel/Labor	-	-	-	715.50			715.50
AFSCME	-	-	-	-			-
City Administration	-	-	-	-			-
Public Records & Meetings	-	45.00	67.50	443.00			555.50
Public Safety	-	838.50	-	43.00			881.50
Public Works	157.50	562.50	-	112.50			832.50
Real Property Transactions	-	-	-	-			-
Risk Management/Litigation	1,195.79	397.10	4,338.47	1,884.55			7,815.91
Urban Renewal	-	-	67.50	-			67.50
<b>Total</b>	<b>\$ 4,892.29</b>	<b>\$ 5,109.90</b>	<b>\$ 9,878.75</b>	<b>\$ 5,585.59</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,466.53</b>

<b>Attorneys:</b>	<b>Jan, 2019</b>	<b>Feb, 2019</b>	<b>Mar, 2019</b>	<b>Apr, 2019</b>	<b>May, 2019</b>	<b>June, 2019</b>	<b>Totals for Year</b>
City Charter							\$ -
Elections							378.50
Transient Lodging Tax							-
General							933.00
Civic Center Project							225.00
Meeting Attendance							-
Governance/City Council							4,434.82
Meeting Attendance							3,816.80
Intergovernmental							2,248.00
Land Use/ Community Development							1,647.50
Meeting Attendance							667.00
Parks & Recreation							247.50
Personnel/Labor							715.50
AFSCME							-
City Administration							-
Public Records & Meetings							555.50
Public Safety							881.50
Public Works							832.50
Real Property Transactions							-
Risk Management/Litigation							7,815.91
Urban Renewal							67.50
<b>Total</b>	<b>\$ -</b>	<b>\$ 25,466.53</b>					

## Gladstone Municipal Court December 2018



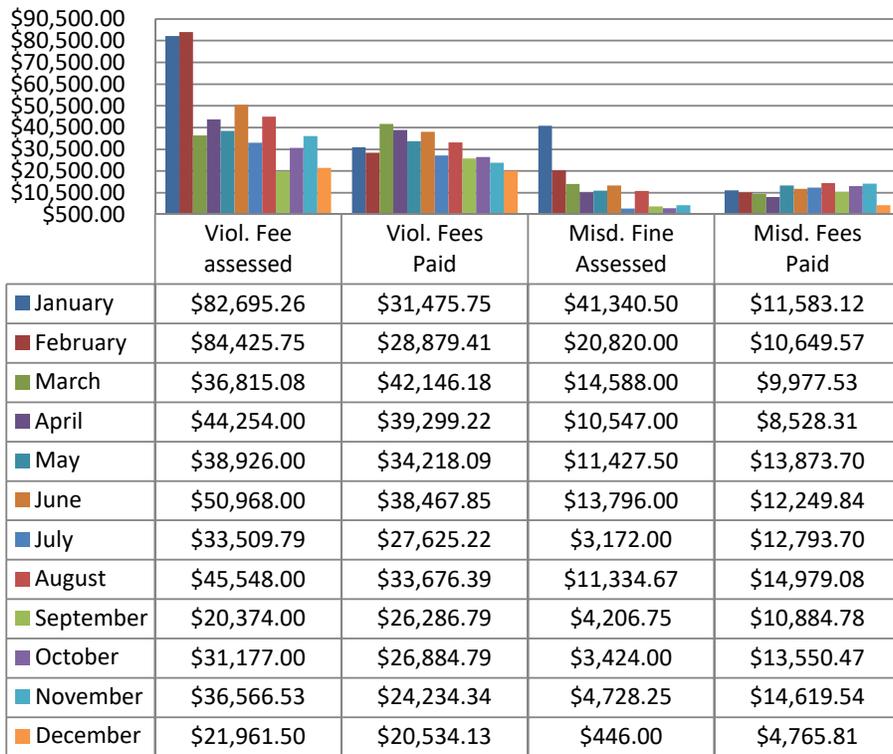
### General Information for December 2018

- 176 violations filed
- 48 violations closed
- 32 misdemeanors filed
- 3 misdemeanors closed
- 6 violations were dismissed through the fixit program
- 15 warrants were issued
- 115 cases were set up on a payment agreement
- 13 overdue payment letters were mailed
- 5 driver's license were requested suspended
- 28 cases were sent to collections
- 0 Jury trial was held
- \$21,961.50 in violation fees assessed
- \$20,534.13 in violation fees paid
- \$446.00 in misdemeanor fees assessed
- \$4,765.81 in misdemeanor fees paid
- \$5,308.16 received from Western Collections Bureau

\*\*Please remember we only had one court date in December as Christmas fell on a court date.

## Gladstone Municipal Court December 2018

### Court Fines





## Gladstone Police Department Memorandum

January 3, 2019

TO: Jacque Betz, City Administrator

FROM: Kim Yamashita, Chief of Police

SUBJECT: Monthly Report – December 2018

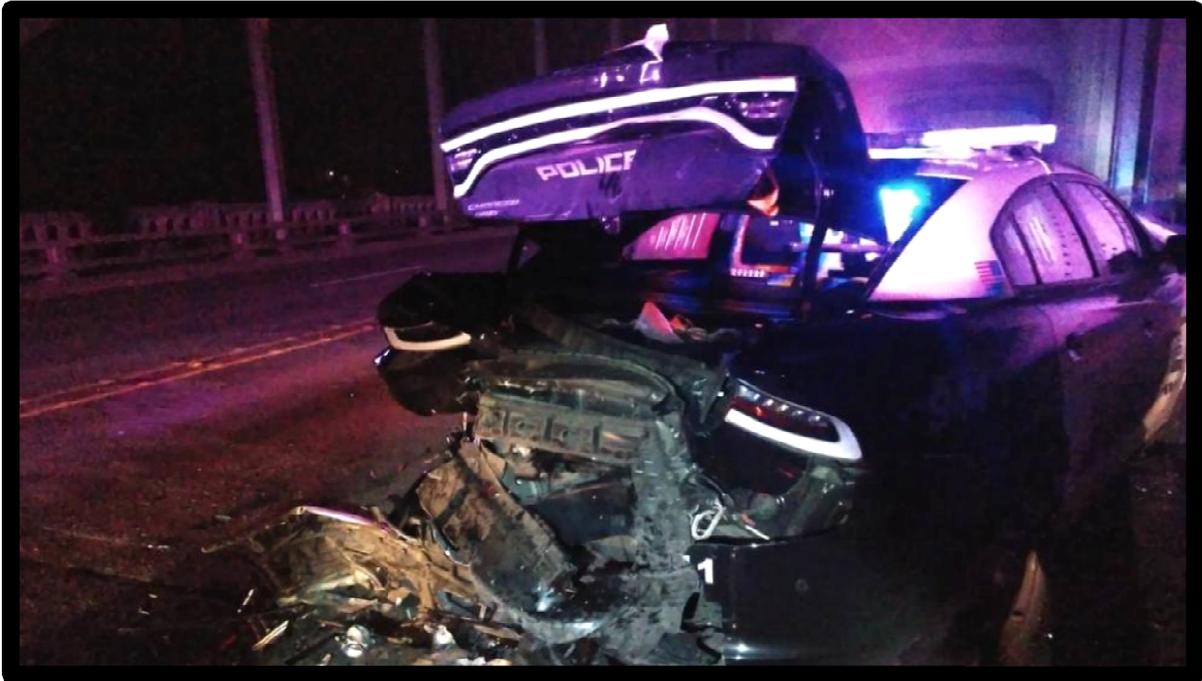
December 2018 was an interesting month. With the terminal vacation of Chief Jolly, we saw Lt. Greg Fryett really step up to the plate and work two jobs (Lt and Acting Chief). He put in long hours, lost sleep and did a great job. I am appreciative of his efforts and his great communication with me as we made the transition. His efforts are what made the transition go so smoothly.

Also in December, I worked with the Gladstone Association E-Board, held a first all hands staff meeting, qualified with the firearms instructor and got a lot ready in preparations for my first day, January 1, 2019.

We gained nationwide notoriety with the attempted theft of a bike from in front of our police station. Interviews were requested by Time (online publication), CNN and many more national outlets. At last count we had over one million hits on social media.



On December 31<sup>st</sup>, a drunk driver ran into the back of a patrol car, which caused it to push forward into a second and the domino effect continued into a 3<sup>rd</sup>. An officer was in the rear patrol car that was most effected by the impact. He sustained minor injuries (cuts, bruises) was checked at the hospital and released. He returned to duty the next duty shift. The suspect/causing driver was arrested for Driving Under the Influence of Intoxicants. Oregon State Patrol is handling the crash investigation, per protocol.



It appears that at least one of the vehicles is a total loss. We are working with our insurance carrier to get things settled and have a line on a replacement patrol vehicle. Once the car is released by our insurance carrier, I have arranged with Oregon Impact to take car. They will place it in a traveling display to take to events they host in an effort to stop drunk, drugged and distracted driving.

#### **Other Notable Items**

- Officer Butler has proceeded to Phase 4 of this Field Training and Evaluation Program, which puts him on schedule to complete his training by February 16, 2019.
- Officer Diego Blanco is still attending the academy, not quite ½ way through. He spent the holiday working at scanning in some documents for us. This was vitally important work, as the documents relate to old homicide cases and were only in paper form. By scanning, we preserve them in more secure way. By statue these records need to be maintained permanently.
- Officers with the department completed Taser training for recertification this month. We used scenario based training and did actual deployment of the Taser into targets.

- K9 Nanuk has been utilized several times by agencies within Clackamas County. K9 Nanuk was recently successful in locating and aiding in the apprehension of a stolen vehicle suspect. His first capture!
- A criminal investigation has been opened in to the Christmas Even fire on Dagmar. Gladstone police along with the assistance of the OSP fire investigators have submitted evidence to the crime lab and we are currently waiting for results. A suspect has been identified and the case is open and active.
- We have openings for patrol and an administrative assistant. I am currently evaluating the overall structure of the department and doing a needs assessment before filling these positions.

Officers participated in this year's annual Shop with a Cop. In addition to this great volunteer work, they also received enough in donations to provide \$100 gift cards to 13 families in Gladstone.





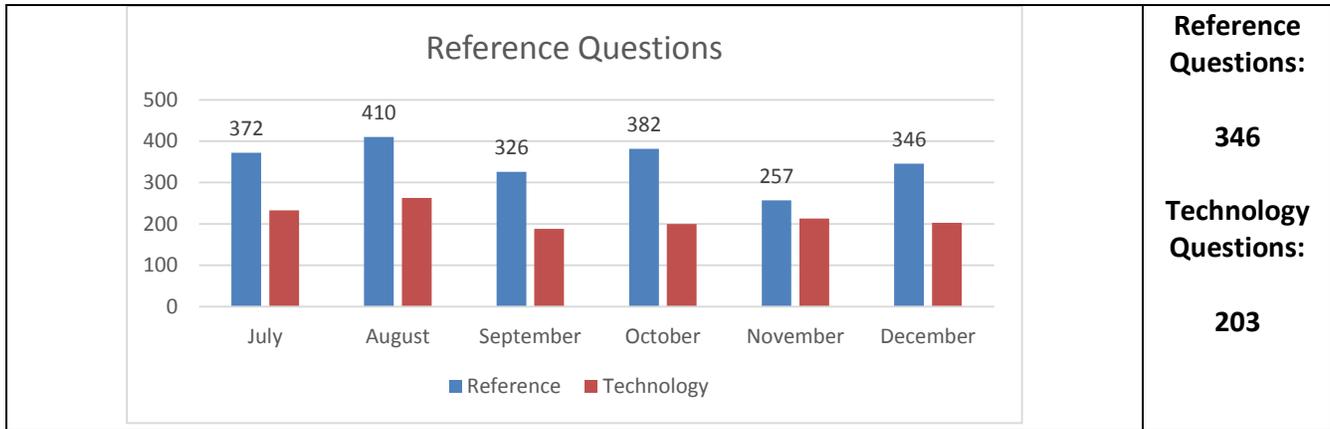
I'd like to thank the Mayor, Council, City Manager and staff for their warm welcome and assistance in getting me settled into this new position.

Respectfully,

*Kim E. Yamashita*  
Kim E. Yamashita  
Chief of Police.

## GLADSTONE PUBLIC LIBRARY DIRECTOR'S REPORT December 2018

### Library Statistics: December 1-31, 2018



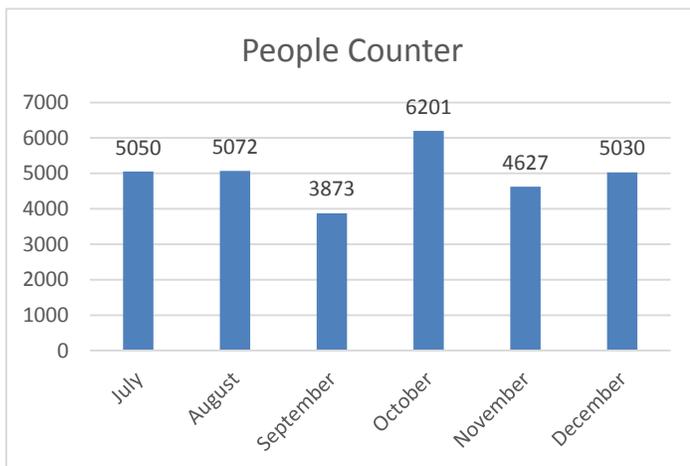
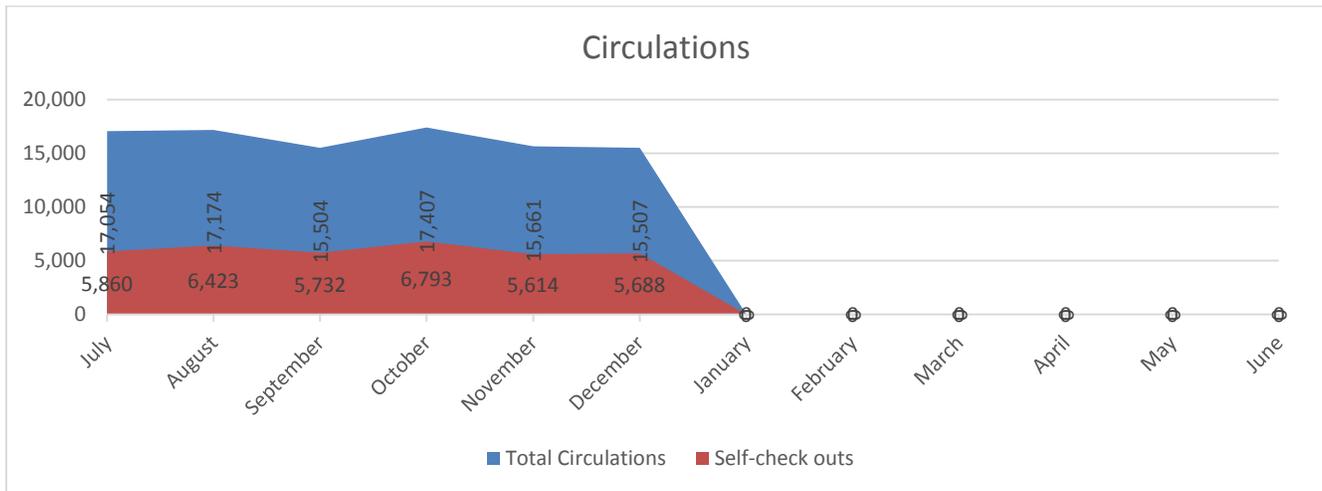
**Reference Questions:**

**346**

**Technology Questions:**

**203**

New Library Cards	Registered Borrowers	Items Owned	Total Circulations	Self-check outs	Hold Placed	Internet Sessions
<b>54</b>	<b>5,271</b>	<b>45,026</b>	<b>15,507</b>	<b>5,688</b>	<b>3,863</b>	<b>831</b>



**Social Media:**

- Facebook Likes: 602
- Twitter followers: 182
- Instagram followers: 746

**Volunteer hours: 147.45**

**People Counter: 5,030**

## GLADSTONE PUBLIC LIBRARY DIRECTOR'S REPORT December 2018

### Updates:

- During our December Food for Fines promotion, we waived a total of \$1545 in overdue fines. Thanks to many generous community members who donated more food than they had in fines, well over that amount in nonperishable food items were donated to the Gladstone Food Pantry and the Fire Department's holiday food drive!
- LINCC's annual Teen Art Contest is going on in January. Teens from 12 to 18 are encouraged to submit their artwork on the theme "A Universe of Stories" until January 31<sup>st</sup>. The winning artist will receive a \$100 gift card, and their artwork will be used by libraries across the county to promote the Summer Reading Program! Entry forms and detailed contest rules can be picked up at the Library.
- The Adult Winter Reading Program continues through March. Bingo cards can be picked up at the Library, and our staff would be happy to provide reading suggestions for the different categories.
- We have nearly completed adding genre stickers to our collections, and we will soon shift several of the collections in order to make better use of our space.
- The Library's new open hours began January 1st, and we're looking forward to offering extended weekend hours to our community! The new schedule can be found below:
  - Monday: 10 am – 6 pm
  - Tuesday: 12 pm – 8 pm
  - Wednesday: 10 am – 6 pm
  - Thursday: 12 pm – 8 pm
  - Friday & Saturday: 10 am – 6 pm
  - Sunday: 11 am – 6 pm
- With the changing schedule, a few of our regular programs will be changing days. Dungeons & Dragons will not be happening in January, but there will be a new date & time in February. The Teen Advisory Group will next meet on Thursday, January 10<sup>th</sup> at 4 pm, and will be on the first Thursday of the month going forward.

# Gladstone Fire Department

## Monthly Report: December 2018

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**Report Date:** January 2, 2018  
**To:** City Administrator Jacque Betz  
**Cc:** City Council  
**From:** Interim Fire Chief Jeff Smith

Gladstone Fire responded to 110 calls in December. We report response times and compare with the Standards of Cover document for all emergency (lights and siren) calls in the City of Gladstone utilizing the adopted "80% fractile" standard, meaning we do something in a certain amount of time - or faster - 80% of the time during a given time period.

### [December Code-3 EMS Response Data \(55 calls\)](#)

Turnout Time: 80% fractile of 1:46 (adopted standard is 1:30) Response Time: 80% fractile of 4:59 (adopted standard is 5:30)

[December Code-3 Fire & Vehicle Accident Response Data \(13 calls\)](#) Turnout Time: 80% fractile of 1:59 (adopted standard is 2:00) Response Time: 80% fractile of 6:15 (standard is 6:00)

- **Turnout Time** – The time interval between when units are notified of the incident and when the apparatus leave the station.
- **Travel Time** – The amount of time the responding unit actually spends travelling to the incident.
- **Response Time** – Response Time equals the combination of **Turnout Time** and **Travel Time**.

### From Assistant Chief Mike Funk

**Fire Investigations-** Gladstone Fire Dept. responded to an early morning house fire at 16519 Dagmar Rd. on Christmas Eve. Gladstone crews were assisted by CCFD #1 who quickly extinguished the fire that was venting out the garage window on E-304's arrival. There were 3 persons inside the home at the time of the fire. They were alerted to the fire by a working smoke alarm that woke them to the burning garage and all were able to escape the building without injury. The home owner requested medical assistance and was transported to Milwaukie Providence hospital. The other 3 residents of the home were displaced from the home but were offered the assistance of Red Cross. All 3 residents denied need of Red Cross assistance and found alternate housing with family. Fire Investigators were able to isolate the area of origin, but the source of heat for fire ignition is still in question. Photographs and debris samples were taken by Police. The fire cause investigation remains as ongoing as of this report.



### **Business Inspections and development proposal reviews-**

- Inspected Latus Motors early December. Minor violations only. Working with business on needed corrections.
- Nothing new reported regarding any warming shelters.

### **Education events**

- GFD members were invited to do fund raising events at Black Rock Coffee on Dec.15<sup>th</sup>. In addition to collecting food, toys, and money donations; crews passed out stickers, fire hats, and educational brochures to approximately 350 patrons during a 4 hour period.
- GFD crews met Riders from Latus Motors at Gladstone High School to take in donations for the food and toy drive for Christmas 2018 deliveries.



## Public events

- GFD hosted the Gladstone Business owners December meeting at the fire station. This meeting is held in the fire station to provide Gladstone business owners and opportunity to provide food and toys for the Christmas season food and toy drive.

## School district-

- Coordinated with the school district on several occasions to make plans for smooth delivery day operations for the Dec. 22<sup>nd</sup> food and toy delivery event. In addition to the staging space for the food and toys, the district provided valuable freezer space prior to delivery day.



## Miscellaneous:

- Follow-up on a citizen complaint regarding a blockage of Rinearson Creek. Investigated and found the blocked area to be located outside the City limits. Informed Chief Smith and requested notification to Public Works for final determination of any city involvement.
- GFD members took the lead in the 2018 Food and Toy drive. We were partners with Gladstone Police and Library, Gladstone Schools, Portland Sunshine Division, and Gladstone Rotary and Kiwanis groups. There were several substantial donations from generous Gladstone businesses that filled food and toy barrels like Gladstone Cardroom who provided several truckloads of select toys for children as well as food donations. This year the community really stepped up our game. We delivered food and toy assistance to 108 Gladstone Families this year. This year's effort helped over 190 adults and served more than 230 children. With 23 registered delivery drivers our 108 Gladstone families were delivered food and toys in just over 2.5 hours.

## From Deputy Chief Randy Hopperstad

Radios and Pagers: Due to unforeseen issues in programming our new radios will not be delivered until mid-February. I will be in the process of scheduling the installation of some chargers.in DO 394.

Logistics: I spent a considerable amount of time re-organizing the upstairs storage areas. We are finally getting a current inventory of in stock equipment and turn outs. Restocked our supply of wood for our training props. Refilled the propane bottles on our car fire training prop for use on a Wednesday am / pm drill and picked up the remainder of the exercise equipment for the station. Purchased supplies for a burn training day on December 8 at the West Arlington house.

### **From Captain Tighe Vroman**

The month of December had a lot of activity fit into the first few weeks prior to the holidays. We had two live fire drills and one EMS drill that were offered to our personnel prior to the week of the 24<sup>th</sup>. Also, Gladstone Fire personnel were very involved with the Food and Toy drive activities, including food and toy basket delivery that took place on December 22<sup>nd</sup>.

We also hosted a Public Education event for a fire station and fire engine tour to a group of adults with developmental disabilities. Captain Pat Brost and FF Kayla Anderson assisted me in showing approximately 25 attendees our personal protective equipment, station, engine and our fire/rescue equipment. Many questions were asked about how we operate, answers were given, and a good time was had by all. The same group is scheduled to return in January with the rest of their membership that were not able to attend the December tour.

### **Training:**

#### **Live Fire Training-**

We had a busy December in terms of fire training, including two live fire training opportunities this month. Live fire training exposes our personnel to actual fire and fire related environmental conditions, but in a controlled manner. Live fire training is usually considered as close to the real thing as possible, without actually responding on a real fire emergency. While it is valuable training for an emergency responder, it is also labor intensive to organize and execute due to all of the preplanning, safety and manpower requirements necessary to comply with NFPA 1403 regulations. These regulations are in existence to provide safety measures to protect emergency service personnel involved, as they are exposed to increased dangers and risks when participating.





Our first live fire training exercise occurred on Saturday December 8<sup>th</sup> at our acquired training structure at 310 E. Arlington St. We simulated room and contents fire conditions, and had our crews perform initial attack operation to mitigate these conditions. After a fire was started in one of the back rooms in the training house, crews had to perform an initial arrival report, a 360 degree survey of the structure and prepare to attack the fire with charged hose lines through the front door. Once the attack was initiated, primary attack and back up crews entered through the front door and made their way to the fire to extinguish it while dealing with near zero visibility conditions from the smoke. Significant improvement in performance was noted as we rotated crews through multiple evolutions of this scenario. New members gained valuable exposure to Immediately Dangerous to Life and Health (IDLH) conditions, and all personnel were exposed to the challenges of working with firefighting equipment and maintaining team cohesiveness.

The second live fire training opportunity used our LPG fueled car fire training prop in order to simulate performing a fire attack on a vehicle that is on fire. Crews again received valuable experience going through all the steps in setting up for and performing an attack on a car fire. Much of the experience here involves performing all the necessary steps using our fire equipment, wearing full personal protective equipment, working as a team and doing so in real time. Again, crews showed great improvement in the performance of their skills and their efficiency working as a team with repeated exposure to multiple training evolutions.



Other training related items of note for the month of December:

- A number of our members attained increased levels of fire certification from the Department of Public Safety Standards and Training (DPSST). They are as follows:
  - Capt. Patrick Brost- NFPA HazMat Incident Commander
  - Eng/AIC Eric Leibner- NFPA Surface Water Rescue, NFPA Swiftwater Rescue Technician
  - Lt. Barry Schafer- NFPA HazMat Incident Commander
  - Eng/AIC Daniel Sotin- NFPA Rope Rescue Operations, NFPA Rope Rescue Technician
  - Capt. Tighe Vroman- NFPA Rope Rescue Technician

Congratulations to the aforementioned personnel for their hard work and dedication!

- All of our Probationary Firefighters (PFF Person, PFF Stay, PFF Sturzenegger) completed their task books for their NFPA Firefighter I certification. This is a major benchmark in the probationary process and recognition should be given to them for their hard work, as well as the current GFD members who worked with them on completing their task book. Excellent work!
- We received approval from the Gladstone Park and Recreation Advisory Board for a temporary relocation of our training props and live fire burn trainer to Meldrum Bar Park in the graveled overflow parking area. We have to move our training props out of their current location at the City Shops to allow for utility right of way access to begin construction on the new city building located on Portland Ave. We are currently working on getting a bid to get the conex burn box moved and are designing plans to make the next location an attractive and functional training area for the fire department. We are excited that the public will be able to see our efforts as we train and hope it will encourage increased interest in the fire department from the Gladstone community.

EMS training for the month of December was Pregnancy and Obstetric emergencies. I instructed both morning and evening drill sessions, where we reviewed maternal physiology changes during pregnancy, patient assessment considerations for the pregnant/OB patient, and potential emergencies that may be encountered on EMS calls. Also, we reviewed the OB equipment we carry in our EMS kits and how to perform a delivery in the field. Spring Multi-Agency Training (MAT) will focus on delivering babies and pregnancy related problems. OHSU will be assisting in this training and will be bringing state of the art simulation manikins so that EMS crews can practice skills learned related to delivering infants, caring for pregnant mothers and providing care to both mother and baby after the delivery has occurred.

### **Gladstone Fire Recruit Testing and Academy 2018-01:**

I am excited to report that we held the written examination for our second recruitment of the year on December 15<sup>th</sup>. To help streamline and expedite our recruitment process, the candidates took the general knowledge exam and also took the PHQ and CPI testing, which is the first part of the psychiatric evaluation. We had eleven candidates participate in this part of the testing process and the results have been received by Nancy McDonald in Human Resources. The candidates are being notified of their status at this time. Successful candidates will be participating in the fire department physical ability test and an oral interview, while the City of Gladstone will begin the process of performing background checks.

We only had one candidate from the previous recruitment that successfully completed all the steps necessary to begin the training academy. He is ready to go and is awaiting some additional recruits to join him before it becomes cost effective for us to begin the Recruit Firefighter training academy. I am optimistic that we will be able to conclude our current recruitment process and have the necessary

personnel to begin the training academy starting late February or early March.

Finally, I want to again thank Nancy McDonald for all that she has been doing to improve our recruitment process. She has been working hard to assist Chief Smith and I develop a process that meets our needs, but also complies with current legal and industry standards. We are making many small changes to improve and streamline this process so that we will have a documented system in place that will get us quality candidates.

### **From Captain Kirk Stempel**

In 2018 there were many additions to our technical rescue team. With 2 rivers surrounding our city, a need was identified for additional resources. Early in the year, seven (7) of our members went through an intense 3-day swift water rescue training program. The training included rope skills, advanced river hydraulics, victim rescue, and boat handling and self-rescue.

This past summer, six (6) of our members attended a week long rope rescue class. This opportunity gave us the specialized training needed for additional rope rescue technicians. Captain Vroman will soon start training as a certified SCUBA diver. With LT. Schafer as our in-house dive instructor and Lt. Cerda as team leader, we have better control over the specific training needs to fit our requirements as well as the needs of the water rescue consortium. The month of December was dedicated to writing training schedules, and rope drills.



### **PIO:**

Work continues at updating our city website, including new content and additional photos. Our Instagram and Twitter accounts are both doing well, great items being added to them daily.

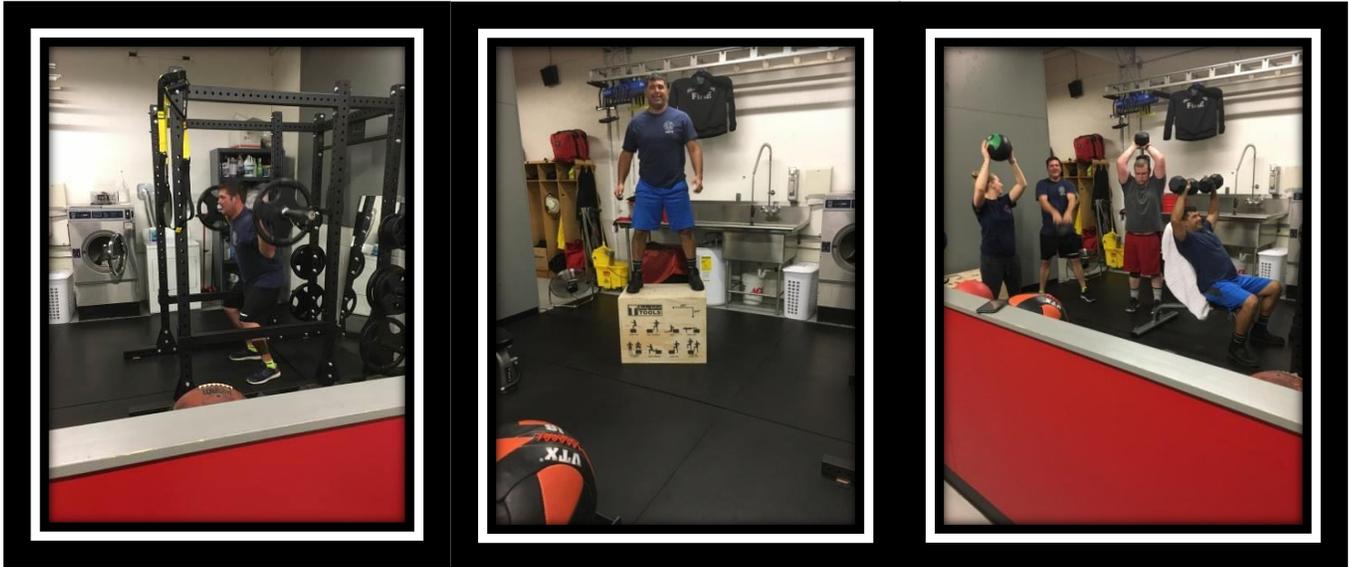
### **OTHER ITEMS OF INTEREST:**

On 12/7, B Shift was dispatched to a report of a possible chimney fire on West Hereford St. On arrival, crews found nothing showing, so we began a systematic investigation of the residence. A slight haze was found in the garage, and after further inspection, a paper bag was found containing smoldering coals. The bag was removed from the residence. The home owner stated the coals had been put in the bag the previous day and were cold to the touch. The crew reminded the resident of the importance of properly discarding ashes in a metal container outside.



## From Captain Richard Newton

GFD has purchased new weight equipment and the personnel are using it. The members of the department would like to thank the chief staff for getting the equipment. With this equipment the firefighters of Gladstone are staying functionally fit.



C-shift out in the community decorating Christmas cookies.



### **Projects:**

The Pre- incident plan project is moving forward there are 345 plans in First Look Pro (FLP). This month we went out to the LDS church and to the Clackamas River Racquet Ball club. We are still working with CCOM on getting the Pre-incident plans married up with the CAD. I have been able to make contact with CCOM in regards to getting the Pre-plans into CAD. I have a meeting with the IT tech that will help (Fawn Brenner).

The apparatus replacement plan is finished and has been submitted to Chief Smith for review.

### **Calls:**

On the morning of December 14, 2018 SQ390 responded on a call for chest pain. SQ390 with AMR treated the patient. The medic needed a fire fighter to ride in with them. Great team work by all this is why we do MAT training.

On the morning of December 25<sup>th</sup>, 2018 Gladstone fire responded on a cardiac arrest. With E391

quick response and bystander CPR the patient was shocked one time and had a pulse and was breathing on his own. The chart is forward to Captain Vroman so he can follow up on the outcome.

### **From Captain Pat Brost**

This month held a number of events A-Company was on duty for. These are good reminders how integrated we are with the community and with the department. When we weren't helping with these events, efforts were made to allow time for department members to work on courses they are taking as much as possible.

Wednesday, December 12, in addition to having two medical drills, the department hosted a Gladstone Business Owners dinner. This was a good opportunity to hear what some local businesses are up to, as well as relate changes to the department to some very valued members of our community.

Saturday, December 15 we were fortunate enough to be on shift for the first fill-the-stocking event at Black Rock Coffee Company. This was a great partnership fundraiser for moneys and toys designated for the annual food/toy delivery. It is always great being out in the community, chatting with its members, and just having some fun. The duty crew (myself, A/O Lehrbach, PFF Sturzenegger), Lt. Schafer, Eng's Smith and Sotin, FF's Atkeson and Haney, PFF Stay and A/C Funk represented the department fantastically with both engines and our truck...even while responding to several emergency calls.



December 18, we hosted a city-wide potluck. It is always nice to visit other city employees and get to know each other a little better.



Later in the day, we hosted a larger group of differently-abled adults and their helpers for a public education event. This was one of the best station-tours/events I've had the pleasure of being a part of. Big thanks to Capt. Vroman and FF Anderson for their help on this.

#### Notable Calls

December 24<sup>th</sup> and the morning of December 25<sup>th</sup> was a busy shift for A-company. We started off the morning with a medical call, during which we were dispatched to a residential fire. After making sure the needs of the patient and whatever assistance AMR needed for the patient, the duty crew went to the residential fire. We joined crews from Clackamas District 1, who responded mutual aid, and a swift knockdown of the fire was accomplished with limited fire spread and damage. All residents were safe and accounted for. Gladstone crews represented themselves well. The crew on E391 was PFF Sturzenegger, FF Buchanan, Capt. Newton and Capt. Brost. FM Funk joined us on scene.

Great Year Everyone!!!!!!!



Gladstone Senior Center

Monthly Report

December 2018

Report Date: December 28, 2018

To: City Administrator, Jacque Betz

From: Senior Center Manager, Colin Black

The Senior Center is continuing to operate though minimally due to the current circumstances. We were able to begin providing hot meals to our home bound clients starting the week of the 10<sup>th</sup>; our clients have been great throughout this process and were very happy to receive hot meals once again.

The Gladstone Seniors Foundation and its' Board members spent a week assembling gift packages of personal goods and gifts to all our home bound clients. Additionally, the Pioneer Center of Oregon City offered to provide us with additional gift bags that they had received.

Altogether, our home bound clients were gifted 2 large bags each this Christmas.



Pictured: GSF Board Members Patti Highsmith, Valerie Bloye, Colette Umbras, Bonnie and Jal Duncan.

Our transportation program is continuing as well, providing rides to our clients for local trips and appointments, and our normal excursions. Starting January 7<sup>th</sup>, the Senior Center will be open once again under modified operations. You can find more information about the new schedule on the City website and social media. We are very excited to be able to provide services once again.

The repairs on the roof and interior continue and we are making good progress. CA Betz, PW Director Whynot, SC Manager Black, and PW staff continue to diligently work towards getting the Senior Center operational again. As we continue to make progress, we will keep you informed.

As always, your Senior Center staff look forward to working with you in making Gladstone even better. If you have any questions or concerns, please feel free to contact us at any time.

Respectfully,

Colin Black

Senior Center Manager

Social Media Coordinator



## GLADSTONE PUBLIC WORKS Staff Report for the Month of

### December, 2018

## PUBLIC WORKS

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Report Date: December 31, 2018  
To : Jacque M. Betz, City Administrator  
Copy : Mayor and City Council  
From : Jim Whynot, Public Works Director

December brought the usual winter weather and rain water challenges to Public Works.

**Water Division** encountered a water leak on Barton Avenue. Photo right shows the leak in an old 4" cast iron pipe, which was rusted and degraded.

We also have a 12" DIP dual mainline in this area, and we are looking into installing new service lines to the 12" DIP pipe, after which we can retire this old, deteriorating cast iron pipe.

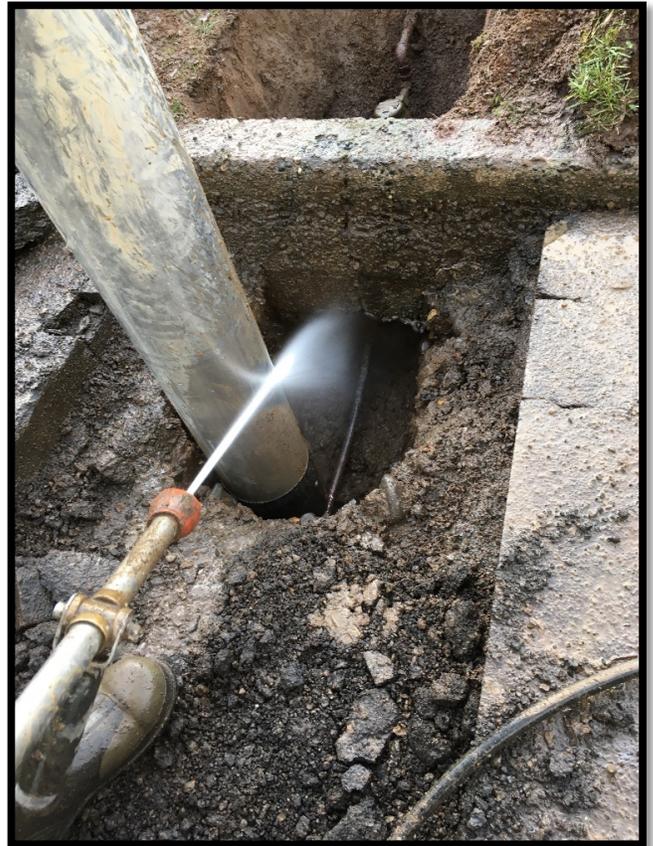
Photo below shows the repair.





We repaired a waterline leak at 150 E. Fairfield.

We repaired a water line leak on W. Clarendon.



Heavy rains caused a sanitary sewer overflow at the outfall on Clackamas Boulevard. Signs were posted along the river to notify the public, and DEQ was notified.

**Storm Division** was very busy with the heavy rain storms that December brought to us. With our Vactor truck, we have been able to be diligently proactive in getting ahead of the weather by cleaning out our storm lines. The Vactor truck has greatly reduced storm water flooding incidents in the city.

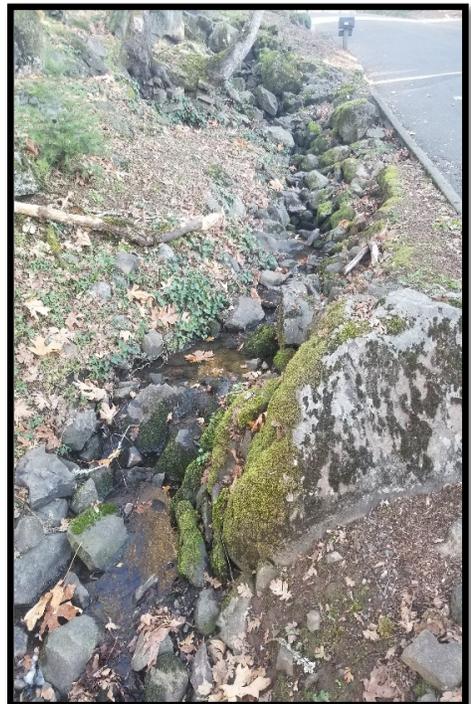
We've also continued to clean several storm ditches in the city this month.

Patricia storm ditch before cleaning, photo right:



Patricia storm ditch after cleaning, photos left and right.

We left some of the larger rocks in place to slow the stormwater flow and to prevent smaller sediment from washing into the pipes.



Ridge Drive storm water ditch before cleaning:



Ridge Drive storm water ditch after cleaning

We did experience high water in the low lying area on Risley Avenue. However, this was caused by beavers in the wetland, blocking the outflow. Public Works has experienced significant issues around the city by our local beaver population. Like everyone else, wildlife also enjoys the natural beauty of our area and we seem to be getting more and more of them moving in. As expected, a census of our local beaver population indicates they are coming up from California to avoid the sales tax down there. We suspect the same is true with the coyotes, and possibly the skunks as well, but as of this writing, none of our staff has volunteered to interview that population.



A transmission fluid leak was discovered at the intersection of Sherwood Forest and Jennings. Our oil pads did a good job of absorbing the pollution and preventing it from spilling into our storm basins.



**Streets Division** completed leaf pickup with the following statistics: 2,720 cubic yards of leaves picked up, requiring 744 man hours at an estimated cost of \$37,200.

A comparison to last year, in 2017 we picked up 2,662 cubic yards of leaves picked, requiring 624 man hours at an estimated cost of \$31,200.

2018 consumed an additional 120 man hours due to our warm weather causing a slow leaf fall. This required that we backtrack ahead of our sweeping efforts. We had our sweeper running full time during this period. Although sweeping the streets while the leaves are still falling may appear at first glance to be a waste of resources, this approach has greatly reduced local flooding and the cost required when emergency response callouts require the expenditure of overtime hours.

While our costs were up from last year, a review of the last three leaf pickup seasons show a marked decrease in costs from 2016, which were \$47,243. Prior years leaf pickup costs with our old equipment was estimated to cost approximately \$75,000 - \$100,000, as stated in our October, 2016 weekly report, and our January, 2017 monthly report.

Additionally, the numbers above only reflect the time it takes to gather the leaves and preform daily maintenance on vehicles and equipment, not the overall fleet and fuel costs.

To put the leaf pickup efforts into perspective, this year's 2,720 cubic yards of material requires over 4,000 individual scoops with our loader in the field and would fill 200 full size dump trucks. Additionally, the street sweeper costs are only for the duration of our leaf program and do not capture the time expended on the leaf pickup program for planning, fleet preparation, and logistics, which take place well in advance of the program, and after the leaf pickup is completed. Although our leaf disposal is offered at no cost to the citizens, we still have to stage and reload this same volume at the Public Works yard. This requires a minimum of four hours per day just to manage the yard logistics for the volume of leaves. Gladstone has 76 lane miles of roadway included in the leaf pickup schedule. Crews and equipment travel this area twice, which is full time during the two months of leaf pickup.

Private development is requiring an exorbitant amount of Public Works' time and resources. The Glen Echo subdivision has required multiple inspections and man hours to maintain compliance with city construction standards. One example is shown in the photos below that demonstrate failed inspections concerning street crown and water drainage. After much conflict and dissension with the contractor and developer, Public Works was finally able to enforce issues with the final lift of paving. Street Supervisor, Steve Graves, and the city's engineer, Patrick Sisul, developed a plan for a finished product with a common crown that will shed water quickly to the gutters where it belongs, rather than pooling and running down the center of the street. These types of development issues that have plagued the city for decades due to lack of staff to oversee development. We are striving to do our best in this arena with the staff that we have, but it is an

ongoing challenge.



Failed inspection on Tryon Way at Glen Echo subdivision development.



Photos right and below show contractor complying with our repavement requirement on Tryon Way at Glen Echo subdivision, due to failure to meet Public Works construction standards after multiple inspections.





Public Works has also been very busy with inspections of street and right of way inspections associated with private parties permits to work in the public right of way. Photos left and below show prepour inspections, which we require on every permit:



Earlier in the month we discovered that someone had driven across the sidewalk and brought down the fence on 82<sup>nd</sup> Avenue, requiring repair of not only the fence, but also the uprights.

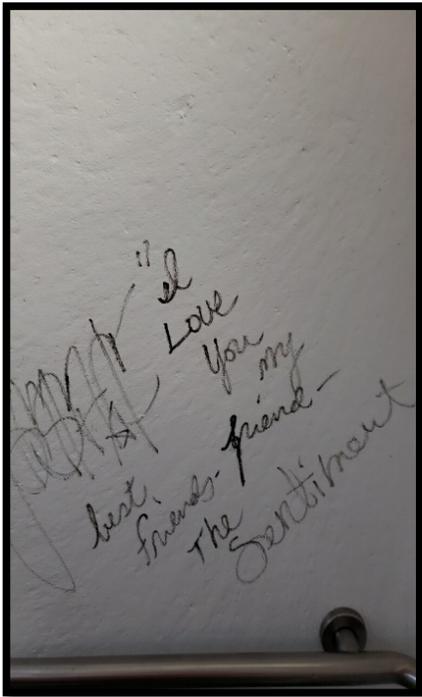
Our streets continue to degrade. Deferred maintenance over the decades has caused an exponential increase over the years in the cost to fix or replace our streets. We are now at the point where our current funding level allows only basic maintenance, with no room for capital improvements. We continue to cold patch the streets, to keep them as functional as possible, and are considering the purchase of hot patching equipment so we can make better repairs.



We completed our Road Transparency Survey to ODOT. We first had to determine which roads qualified for federal assistance, then provide a condition report and total of all lane miles. This new requirement is due annually.

**Parks Division** is carefully monitoring erosion at Dahl Beach. The river continues to do what rivers do, and the erosion is increasing.





Normal park maintenance continues, even into the winter months when there is far less park traffic. As demonstrated by photo left, vandalism and graffiti continues to cost the city money in labor hours and resources to repair and repaint.

We installed a trash can and doggy-waste station at the Oatfield entrance to the Gladstone Nature Park, as shown in photo right.



### **Public Works Quote of the Month**

**A failure is not always a mistake. It may simply be the best one can do under the circumstances. The real mistake is to stop trying.**

**B.F. Skinner**



# City of Gladstone Monthly Report | DECEMBER 2018

## PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/Planning Actions	May	June	July	August	September	October	November	December	YEAR TOTALS
Customer Service Counter Contacts	11	9	5	6	10	8	6	9	90
Customer phone contacts	70	55	30	65	37	41	52	38	533
Building Permits Issued	6	2	1	1	2	2	2	0	28
Pre-application conferences	0	0	0	2	0	3	2	0	8
Administrative Decisions	0	0	1	0	0	0	0	0	1

## PLANNING COMMISSION ACTIONS/DECISIONS

- SEVERLY RENT BURDENED POPULATION INFORMATIONAL MEETING

## CITY COUNCIL LAND USE ACTIONS/DECISIONS

- NONE

## PRE-APPLICATION CONFERENCES

- NONE

## BUILDING PERMITS

### DECEMBER

Date	Address	Building Permit #	Description
12/11/2018	285 Ipswich	B0634618	SFR Addition
12/05/2018	660 Barbary Place	B0596418	CONVERT GARAGE INTO 5 FOSTER CARE ROOMS & 2 BATHS, CONVERT LAUNDRY INTO BATH & CLOSET INTO LAUNDRY ROOM

## FUTURE ITEMS/PROPERTY UPDATES

Location	Topic	Contact
82 <sup>nd</sup> Ave Bridge	Retrofits and structural improvements to 82 <sup>nd</sup> ave bridge, suite of staff administrative decisions	County WES
18085 se Webster Ridge Rd.	Comp Plan/Zone change; (Design Review and Conditional Use Permit to follow at a subsequent hearing) for a multi-family apartment complex development	Cascadia Planning
310 W. Arlington	Building permit-Demolition of existing home, re-establishment of two platted lots; development of two new homes	N/A
165 E. Exeter	Design Review and Conditional Use for construction of a Tri-Plex; tentatively scheduled for the February PC meeting	Iselin Architects

# City of Gladstone Staff Report

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Report Date: December 31, 2018  
Meeting Date: January 8, 2019  
To: Gladstone City Council  
From: Jacque Betz, City Administrator, Reba Crocker, ROW Manager

## AGENDA ITEM

Adopt a fee resolution to comply with Federal law.

## History/Background

In 2016, Council adopted GMC chapter 12.24.

In December 2018, Council approved and adopted housekeeping edits to GMC 12.24.

October 15, 2018 the Federal Communications Commission (FCC) published a Declaratory Ruling and Order that limits on the imposition of fees allowed for Small Wireless Cell facilities, with an effective date of January 14, 2019.

Staff would have brought this fee modification to Council at the December 11, 2018 City Council meeting when all other city related fees were updated, however, there was an appeal period for interveners that extended passed the City Council packet deadline. The FCC denied the local government's stay in the small cell order and the master fees schedule needs to be compliant.

## Proposal

Adopt changes to the Master Fee schedule to be complaint with FCC's Declaratory Ruling and Order.

## Options

Reject updates. If these updates are not approved the City would be in violation of federal law.

## Cost Impact

This limitation imposed by the FCC will reduce the right-of-way usage fees received by the City from wireless providers.

## Recommended Staff Action

Staff respectfully recommends adoption of the proposed changes to the Master Fee Schedule with an effective date of January 13, 2019.

**S/ Reba Crocker**  
Department Head  
Signature

Date

---

City Administrator  
Signature

Date

**RESOLUTION NO. 1154**  
**CITY OF GLADSTONE, OREGON**

*A Resolution Adopting a Revised Master Fee Schedule adding Small Cell  
Deployment Fees*

**WHEREAS**, The Gladstone City Council is authorized by the Gladstone Municipal Code to adopt certain fees; and

**WHEREAS**, On October 15, 2018 the Federal Communications Commission (FCC) published a Declaratory Ruling and Order that established Safe Harbor limits on right of way usage fees for Small Cell Wireless Facilities, effective January 14, 2019; and

**WHEREAS**, The City Council desires to adopt an updated Master Fee Schedule reflecting periodic updates and compliance with Federal law; and

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Gladstone, a municipal corporation of the State of Oregon, the following:

The City of Gladstone repeals the Master Fee Schedule adopted under Resolution 1152 and replaces it by adopting the Revised Master Fee Schedule, as set forth in the attached Exhibit A. Changes are noted in **highlight**.

This Resolution is effective January 13, 2019

This Resolution adopted by the Gladstone City Council and approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

\_\_\_\_\_  
Tamara Stempel, Mayor

\_\_\_\_\_  
Tami Bannick, City Recorder

Resolution 1154 - Exhibit "A"

City of Gladstone Master Fee Schedule **Effective January 13, 2019**

ADMINISTRATION	
Adopted Budget	\$ 45.00
Blasting Permit Fee	\$ 5,000.00
Blasting Permit Inspections each (after first two inspections)	\$ 2,000.00
Business License Base Fee	\$ 100.00
Business License Commencing July-December	\$ 50.00
Business License fee per employee over 3 FTE's	\$ 5.00
Business License for Rental Property in Gladstone - base fee plus tiered approach below	\$ 100.00
1 rental unit	\$ 25.00
2 - 5 rental units	\$ 50.00
6 - 12 rental units	\$ 75.00
13+ rental units	\$ 100.00
Business License Past Due Fee per month	\$ 10.00
Electronic Copy of a Recorded Meeting	\$ 20.00
Home Occupation - Initial Application Fee	\$ 50.00
Liquor License Review	
Original Application	\$ 100.00
Change in ownership, location, or privilege	\$ 75.00
Renewal or temporary application	\$ 35.00
Lien Search	\$ 30.00
Notary Fee (Non-Resident)	\$ 10.00
Notary Fee (Resident)	\$ 5.00
NSF Check Charge	\$ 35.00
Parking Permits	\$ 25.00
Penalty for work commencing before application approval	Investigation fee equal to permit fee
Photocopies B&W up to 8 x 14	\$ 0.25
Postage and Handling Flat Fee + actual cost of postage	\$ 1.00
Public Records Administrative Research per hour (quarter hour increment charge)	Based on hourly rate
Public Records Clerical Research per hour (quarter hour increment charge)	Based on hourly rate
Public Records Legal Research per hour (quarter hour increment charge)	Based on hourly rate

Public Records Request Deposit (large) toward hourly rate	\$	100.00
Public Records Request Deposit (small) toward hourly rate	\$	25.00
Returned Check Charge/processing	\$	35.00
Road Re-naming	\$	150.00
Special Event Application (plus actual staff costs for employees specifically needed to work the event and barricade fees if needed)	\$	100.00
<b>FIRE</b>		
Fire Log Report	\$	15.00
<b>LIBRARY</b>		
Annual Out-of-District Resident Library Card	\$	95.00
Damaged Items		Replacement Cost
Late Charge (per day): Maximum per item: \$3 children/\$5 adult	\$	0.25
Lost Cultural Pass (varies from \$15.00-\$200.00)		Replacement Cost
Lost Items		Replacement Cost
Lost Library Card	\$	1.00
Photocopies (first two pages of non-circulating materials are free)		
Black and White Copies (per page)	\$	0.10
Color Copies (per page)	\$	0.40
Missing/Damaged Part (Barcode Replacement, CD Booklet or Missing Artwork, CD Case,	\$	2.00
<b>PARKS AND RECREATION</b>		
Softball/Baseball Tournaments (per day/per field)	\$	55.00
Softball/Baseball Non-Gladstone Leagues Only (per team)	\$	27.50
(per field)	\$	11.00
Softball/Baseball Picnic Use (per day/per field)	\$	11.00
Soccer Field Reservation (per day/per field)	\$	44.00
Soccer League Play for Gladstone Residents (per team/per field)	\$	5.00
Soccer League Play for Non-Gladstone Residents (per team/per field)	\$	20.00
<b>PLANNING AND BUILDING</b>		
The City of Gladstone contracts with Clackamas County for planning and building services, fees for those applications and services are set by the County		

<b>POLICE</b>	
A-Frame Sign Permit	\$ 100.00
Address Record Print (per address)	\$ 5.00
Alarm Permit	
Initial Permit or Renewal	25.00
Late Fee (after 30 days expiration or installation)	25.00
Second False Alarm (within permit year)	50.00
Third False Alarm (within permit year)	100.00
Fourth and Each Subsequent Alarm (within permit year)	150.00
Failure to obtain Alarm Permit	90.00
Animal Permit Application (per year)	\$ 25.00
Block Party	\$ 35.00
ID Theft	Victim Free
Local History Printout (per record)	\$ 5.00
Noise variance	\$ 75.00
Nuisance Property Abatement	Actual Cost
Officer's Notes (per entry)	\$ 5.00
Police Report (first 5 pages)	\$ 10.00
Police Report (page 6 and over) each page	\$ 1.00
Radar Certification (per record)	\$ 5.00
Temporary Storage Container	50.00
Vehicle Impound (after business hours)	\$ 125.00
Vehicle Impound (during regular business hours)	\$ 100.00
<b>PUBLIC WORKS</b>	
Technical Plan Review-Development Engineering Fee	
Review	\$ 2.5% of the construction cost
Inspection	\$ 2.5% of the construction cost
Barricade Delivery and Pickup Fee	\$ 50.00
Dye Test Residential/Commercial	\$ 100.00
Erosion Control Violation	\$ 300.00
Hydrant Hook-Up Permit Fee (plus water usagae cost)	\$ 50.00
Street Opening Inspection Fee	\$ 85.00

Street Opening Permit Fee	\$	150.00
Street Opening Re-Inspection Fee (if necessary)	\$	85.00
Registration Fee	\$	50.00
<b>SENIOR CENTER</b>		
Building Rental (per hour) Group 1: City of Gladstone Residents.	Planton Room-\$40.00 and Bloye Hall-\$45.00	
Building Rental (per hour) Group 2: Private Parties, individuals, groups, and non-profits.	Planton Room-\$45.00 and Bloye Hall-\$55.00	
Building Rental (per hour) Group 3: Commercial, for-profit professional groups.	Planton Room-\$50.00 and Bloye Hall-\$75.00	
Kitchen Fee	\$	50.00
Meal under 60 years	\$	4.00
Meal (suggested donation) over 60 years	\$	2.50
Fax (per page - staff only)	\$	1.00
Photocopy (per page)	\$	0.25
Van Donation (suggested donation) each way	\$	1.00
Friday Excursions (\$7-\$25)		varies
Billiards Room (suggested donation of per game played)	\$	1.00
<b>UTILITY BILLING RATES &amp; UTILITY RIGHT OF WAY RATES</b>		
<b>RIGHT-OF-WAY (ROW) RATES</b>		
Franchise Administrative Review	\$	5,000.00
ROW License Application Fee (Excluding Small Cell Wireless Facilities ****)	\$	50.00
ROW License Fee (five year term), (Excluding Small Cell Wireless Facilities)	\$	250.00
ROW Use License Fee		5%-of gross-revenues** or Minimum-Annual-Right-of-Way Use-Fee, whichever is greater.
ROW Use Fee (Excluding Small Cell Wireless Facilities)		5% of gross revenues** or Minimum Annual Right-of-Way Use Fee, whichever is greater.
Minimum Annual Right-of-Way Use Fee ***		
TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT-OF-WAY	January 1, 2018	January 1, 2019
Up to 5,000	\$5,305.00	\$5,464.00
5,001 to 10,000	\$7,957.00	\$8,196.00
10,001 to 20,000	\$10,609.00	\$10,927.00

More than 20,000	\$15,914.00	\$16,391.00
<b>ROW Above-Ground-Attachment Fee</b>		\$5,150*** per attachment
<b>ROW Attachment Fee (Excluding Small Cell Wireless Facilities)</b>		\$5,150 ***
<b>ROW Application fee for Small Cell Wireless Facilities (1-5 sites) Each additional Site</b>		500.00
		100.00
<b>Small Cell Wireless Facility Attachment Fee</b>		270.00
<b>SEWER RATES</b>		
Sewer Inspection Fee, except mobile homes, motor homes and travel trailers	\$	100.00
Sewer Inspection Fee for mobile homes, motor homes, and travel trailers	\$	50.00
<i>Oak Lodge Water Services Sewer Charge (Pass-through)</i>		52.81 per month per EDU
<i>Tri-Cities Services District Sewer Charge (Pass-through)</i>		24.15 per month
<i>Clackamas County Sewer District #1 Sewer Charge (Pass-through)</i>		24.15 per month
City of Gladstone Sanitary Sewer Collection	\$	10.08
<b>STORMWATER RATES</b>		
Residential Stormwater Fee per EDU each month (Class 001 accounts)	\$	10.00
Non-Single Family Residential Stormwater Fee (Per 3,000 square feet of impervious area each month) (Class 002 and 003 accounts) (Impervious area is calculated based on the city's GIS system data)	\$	10.00
<b>WATER RATES</b>		
Effective January 1, 2019, minimum charges per month includes first 600 cubic feet of water:		
<u>Meter Size</u>	<u>Inside City</u>	<u>Outside City</u>
3/4"	\$ 21.91	\$ 29.14
1.0"	\$ 31.21	\$ 43.99
1.5"	\$ 48.69	\$ 64.85
2.0"	\$ 87.07	\$ 115.83
3.0"	\$ 108.47	\$ 143.58
4.0"	\$ 129.87	\$ 172.77
6.0"	\$ 144.33	\$ 191.93

8.0"	\$180.42	\$239.95
Water in excess of the first 600 cubic feet, per each additional 100 cubic feet:	\$ 2.42	\$ 3.16
<b>WATER UTILITY CHARGES</b>		
Low Income Rate Violation Fee		As set forth in ORS 164.125
Mailed Late Notice/Shut Off Notification	\$	7.00
Shut Off Door Hanger (2nd Late Fee)	\$	25.00
Shut Off Water	\$	25.00
Turn On Water (during business hours)	\$	25.00
Turn On Water (after business hours)	\$	175.00
**	Gross revenues shall have the meaning as defined in Chapter 12.24	
***	This rate shall increase 3% annually on January 1st of each year beginning January 1, 2017.	
**** Small Cell Wireless Facilities are defined as including an antenna of no more than three cubic feet and equipment totaling no more than 28 cubic feet, placed on a structure that is either no more than 50 feet in height, no more than 10 percent taller than adjacent structure, or no more		





## **REGULAR AGENDA**



# City of Gladstone Staff Report

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Report Date: January 2, 2019  
Meeting Date: January 8, 2019  
To: Gladstone City Council  
From: Jacque Betz, City Administrator

## AGENDA ITEM

Gladstone Downtown Revitalization Plan; Strategy for Immediate Implementation

### History/Background

At the August 28, 2018 City Council Worksession the Council provided consensus for the City Administrator to enter into a personal services agreement with John Southgate LLC to prepare a *Gladstone Revitalization Plan; Strategy For Immediate Implementation*. Attached is a copy of Mr. Southgate's report, which he will present at the City Council meeting.

### Options

The City Council can have a conversation with Mr. Southgate and staff during the meeting about the findings, provide future direction, both; or wait until the City Council Strategic Planning Retreat on January 26, 2019 to provide further direction.

### Cost Impact

Based on the recommendations chosen, there will be a cost associated with implementation. The identified funding source is the Community Promotions/Business Development line item in the administration budget.

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Department Head  
Signature                      Date

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City Administrator  
Signature                      Date

**John Southgate, LLC  
1020 SW Taylor Street, Suite 440  
Portland, Oregon 97205**

*Draft*

December 26, 2018

TO: Jacque Betz, City Administrator, City of Gladstone  
FROM: John Southgate  
SUBJECT: Gladstone's Downtown Revitalization: Strategies for Immediate Action

Jacque, it is my pleasure to submit this memorandum, setting forth my analysis, observations and recommendations regarding short-term action strategies for the revitalization of Downtown Gladstone. I look forward to the City Council discussion on January 8, 2019, and to assisting you and the Council in any way I can to help you achieve your vision for an economically robust Downtown.

My recommendations are based on my review and analysis of the Downtown Revitalization Plan (adopted by City Council in September, 2017), and are informed to a considerable extent by interviews with key agency partners, developers, downtown property owners.

It is important to remind ourselves that Gladstone's resources are limited – not just financial resources, but also staff capacity. I have attempted to acknowledge these realities in formulating my recommendations by emphasizing program and project ideas that do not entail a significant outlay of funds. I have also provided some thoughts on approaches and partnerships that might be formed to supplement the City's limited resources. I look forward to the Council discussion on the 8<sup>th</sup> to further refine and prioritize my recommendations.

### **Key Findings & Recommendations**

- Downtown Gladstone is poised to become a successful corridor. It has all the elements of such corridors – interesting older commercial buildings, walkability, charming older neighborhoods nearby, and a competitive affordability that will attract young families and individuals. It is easily accessible, with 205 and McLoughlin/99E providing quick connections to the rest of the region via auto, transit, or walking/bicycle. Virtually every developer that I took on tours of Portland Avenue & environs were enthusiastic about the prospects for downtown. Most of them told me that they would be interested in pursuing new, medium density, mixed-use development.
- Notwithstanding this potential, it is critical to note that the work of revitalizing an older downtown or commercial district often takes many years – even decades – to occur.
- That said, there are actions that the City can and should take in the near term to “set the

table” for new private development – actions that need *not* incur substantial cost to the City, especially since these actions rely to a large extent on securing other funding sources to carry them out. Chief among these are revisions to the Development Code; the introduction of incentive tools to help make new mixed-use development financially feasible; and the pursuit of regional transportation funding (i.e. non City dollars) to take on major “game changing” transportation investments.

- On that note, the Downtown Vision includes some “public realm” investments that would dramatically enhance the City’s appeal and success. These projects including the re-built Trolley Bridge and the Portland Avenue Streetscape improvements. Our timing is propitious to seek non-City funding for these critical investments.
- The City should capitalize on its opportunities to cultivate relationships (primarily with the County and Metro; possibly the State as well) to fund the major infrastructure improvements. The City’s success in securing these funds is likely tied to the City’s demonstration of commitment to sound urban growth and development principles – particularly around the alignment of the City’s downtown zoning regulations with its vision; incentives for downtown development; and policies related to attainable housing.
- The new Library will be a great asset for Downtown, however due to site constraints as well as the project schedule it is not conducive to pursuing a mixed use (ground floor library with housing on upper levels) unless the City wants to deviate from the current schedule and has additional funds to contribute.
- Because of the City’s limited financial resources and staff capacity, I recommend using the Community Promotions/Business Development Fund to retain a part-time, limited duration (non-benefitted?) staff to oversee the early implementation of my recommendations. This would mean that the City would hold off on inaugurating the Community Grant Program (which was discussed this past August). In the future, the Community Grant Program and possibly other programs discussed herein (pre-development grant program, and storefront façade improvement grant program).

## **Background**

The City of Gladstone adopted the *Downtown Revitalization Plan* (the “Plan”, or the “DRP”) in September of 2017. The Plan lays out a Vision for Downtown Gladstone, a Vision that is compelling, comprehensive, and community-based. The Vision capitalizes on local and regional trends; and it addresses some of the challenges that have hampered Gladstone’s ability to seize on its opportunities. The Vision focuses around such elements as Economic Development, Portland Avenue, Multi-Modal Connections, Gateways & Unifying Elements, and Parking Management – with the Downtown Core serving as the over-arching theme. The Plan recommends a number of policy, program, and project actions intended to fulfill the vision. In short, the DRP serves as a sound blueprint for a promising future for Gladstone.

The full implementation of the various recommendations in the Plan will result in the resurgence of Downtown Gladstone as a substantial center of activity for the region. However, the recommendations represent considerable costs and staff resources to implement. Consequently, the City retained my services to prepare recommendations regarding which steps the City should consider in the immediate future (next two years), to best position the City to fulfill its downtown vision, in light of the City’s currently limited resources.

By means of introduction, I have spent nearly forty years in the Portland area (and beyond) in the fields of urban planning and development. My focus for much of my career has been on redevelopment of areas like Downtown Gladstone – places that have the essential elements of a successful urban vitality but which are not as successful as they could be due to some combination of market dynamics, municipal investment (or lack thereof), and policy indifference. I worked with the Portland Development Commission (where I worked in the Pearl District, Interstate and Lents) and the City of Hillsboro (focused on the revitalization that is similar in many ways to downtown Gladstone); since 2012 I have been a private consultant, working on projects in Canby, Gresham/Rockwood, Lincoln City as well as places like Baton Rouge, Louisiana; Salt Lake City; and Fresno.

My approach in Gladstone has consisted of review of relevant reports (specifically the DRP as well as Gladstone’s zoning regulations for Downtown); developer interviews; and consultations with staff at key agencies that directly or indirectly will have a major influence on Gladstone’s

***Gladstone Downtown Vision (quoted from the Downtown Revitalization Plan)***

*Downtown Gladstone is a unique, lively, and accessible community center that celebrates the history of the city while accommodating the needs of residents, businesses, and visitors with a mix of uses.*

- *Portland Avenue is a successful mixed-use corridor where housing in various forms integrates harmoniously with a mix of restaurants, shops, and civic buildings, services, and gathering spaces.*
- *The corridor is a vibrant destination as well as a connection to other Gladstone neighborhoods, the Clackamas River, regional trails and natural areas, and nearby attractions outside of the city.*
- *Portland Avenue welcomes residents and visitors alike to Downtown Gladstone with a unifying streetscape design and easy and safe accessibility by foot, bike, or car.*

**Developer Interviews**

I spoke with several for-profit and non-profit developers, most of whom have long experience developing great projects in Clackamas County, and all of whom I have known for a long time and hold in high regard. They were enthusiastic about Downtown Gladstone, recognizing that while it has its challenges and is not an economically robust place yet, it has great bones and authenticity, walkability. They recognized that the new library will be a tremendous asset; they also shared my conviction that the streetscape improvements and new trolley bridge would represent a serious step forward in “setting the table” for private development. They also put Downtown Gladstone and its development potential in the context of the region; their interest in Gladstone is formed partly by Gladstone’s unique assets, but also by the region’s limited land supply, and the significant regulatory constraints in much of the region.

This Section represents a summary of my conversations with developers (and local property owners), organized by key topics.

### *Development Code*

One of the specific questions I posed to developers concerns the development code. As the DRP acknowledges, the current code is an impediment to medium density, mixed-use development envisioned in the DRP. These impediments pertain to maximum height, maximum residential density, and minimum parking. Does the Code allow food carts? Outdoor dining (including alcohol service?). Does it allow small scale manufacturing – for instance, could a brewery locate in Downtown, with both a manufacturing and food service component? Are uses allowed which *detract* from a walkable, pedestrian-friendly environment (e.g. mini-storage; auto-dominated drive-through restaurants, etc.)?

I sought developer input regarding whether the City should initiate legislative amendments to the Code for the purpose of better aligning the Code with the City’s vision, or instead whether the City should hold off on code changes until there is a serious development proposal in front of the City (letting that development proposal help to frame the code amendment process). The developers’ response was unanimous – all of them endorse code fixes in the near future, even if a future development project triggers a consideration of further modifications to the code.

### *Financial Feasibility*

While quality developers are interested in Downtown Gladstone and see the potential, it is nonetheless unlikely that new mixed use, multi-story development would be financially feasible at the current time. The region is facing year-to-year construction price escalation of as much as 20%; with rents not rising at a commensurate pace. Consequently, it is almost certain that the City will need to consider offering some incentives to attract development. Ironically, higher density development actually triggers higher per-square-foot construction pricing than lower density development – higher density development (even three stories) often entails costly features that lower density development does not need to incorporate – such as elevators, steel or concrete framing, and structured parking.

Incentives that the City may want to consider include the State-authorized *Vertical Housing Development Zone* (a program under which 40-80% of new improvements in a mixed-use project are exempt from property taxes for ten years); land acquisition (through partnership with Metro, the Clackamas County Housing Authority, or the pending Clackamas County Land Bank Authority); and System Development Charge leniency (SDC waivers, deferral, favorable-term financing, and/or reform of rate formulas to reflect the true impact of higher density development).

### *Library*

In my meetings with developers, one of the topics I addressed was the possibility of a mixed use project as part of the new Library site. There are at least three good examples of such projects in the region, in Sellwood, Hollywood, and Cornelius. All three entail a ground floor library with housing on the floors above (market rate condominiums in Sellwood; affordable rentals in Hollywood; and affordable senior rentals in Cornelius).

Unfortunately, the consistent message I heard was that the site of the new Library (currently occupied by the old City Hall/Police HQ) is simply too small to accommodate a library with housing above, along with parking, a drive-through lane, etc. Moreover, the Library project is moving forward on a relatively aggressive timeline (projected construction start of early Spring, 2020); even if the site were well-suited to a mixed-use project, it is unrealistic to try to coordinate the complexities of a mixed-use project within this timeframe. Also, the project would likely trigger prevailing wage requirements, not just for the public component (the library), but also for the private residential development above. Prevailing wage requirements can add 15-20% to project costs.

#### *Other Developer Observations*

- Gladstone has great access – 205 and McLoughlin, three bus lines, prospect of future high capacity transit, Trolley Trail/Bridge.
- Street/Public Realm will be key – ample sidewalks, quality lighting with banners, public art, on-street parking, narrow crossings at intersections, active storefronts with shops and eateries that attract visitors and residents alike, and activities (music performances, farmers’ market, street fairs, etc.).
- Great bones – authentic, walkable Main Street (even if Portland Avenue currently lacks the amenities called for in the DRP)
- The Portland region is growing rapidly – 125 new residents a day. With other parts of the region becoming more difficult to build in (e.g. Portland), older walkable communities in Clackamas County (and elsewhere) are attracting developer interest. Downtown Milwaukie, Downtown Oregon City, Lake Oswego. The Cove in Oregon City (just across the Clackamas River from Gladstone) will have 400 new units in the near term.
- We may be on the cusp of another economic downturn nationally – so perhaps this is the time to tee up the policy framework to be ready for the next cycle.
- Consider short term actions to enliven Downtown – food carts, art, activities.
- Downtown could have three nodes that serve as the centerpieces of activity – the new City Hall at the north end; the Library near the center; and the north end of the new Trolley Bridge, where Portland Avenue intersects the scenic Clackamas River.
- Great older, walkable neighborhoods near Downtown. Similar to Milwaukie – its resurgence began with investment in older neighborhoods, which strengthened Downtown Milwaukie’s customer base, eventually leading to new mixed-use development currently occurring there. (Milwaukie even has a new Library under construction – like Gladstone in another year or so!).
- Reconstruction of the Trolley Bridge will be a great asset – tying Gladstone into the region better (including all the exciting things happening in Oregon City nearby). Could the Trolley Bridge be designed and built to incorporate a possible streetcar, connecting the Park Avenue Orange Line station, through Downtown Gladstone and on to the Amtrak Station and the Blue Heron site in Oregon City?
- Another great asset – the River!
- Given the lack of public-owned property available for redevelopment, several developers were interested in private properties that may be available (see discussion below)
- Notwithstanding all of these favorable attributes (existing and potential), I would be

remiss if I didn't share developers' concerns about Downtown Gladstone as it currently stands. It is generally run-down in its appearance – many of the buildings lining Portland Avenue could use a sprucing-up. As noted, Portland Avenue currently is an unattractive street that is too wide (encouraging motorists to drive too fast). And also as noted, new mixed-use development simply doesn't "pencil" given the trajectory of construction costs vs. achievable rents. Food and beverage choices are limited (compare with the downtowns of Oregon City, Milwaukie, West Linn, and Lake Oswego), and there is a dearth of "cool places" and fun activities. Finally, there is the need for a business/Main Street type organization to help focus attention on Downtown.

### *Local Property Owner Observations*

I was able to speak with several owners of property in Downtown Gladstone, whose properties occupy strategic locations. I noted developer interest in the area – and of the various possibilities such as Joint Venture partnerships, sale of property, or other deal structures. I discussed the Business Development fund, and the possibility of using some of these funds for a *Pre-Development grant program* which the City might institute (see Recommendations, below). Under this program, the City might pay for various pre-development activities which could help to provide a path forward for redevelopment of properties. Qualifying expenditures might include preliminary/concept design, financial feasibility analysis, appraisal, environmental, zoning analysis, and so forth. Prosper Portland (formerly the Portland Development Commission) has such a program whereby the agency contributes 80% of the costs of such expenditures up to a maximum of \$12,000, with the owner responsible for the remaining 20% (it is advisable for owners to have some "skin in the game"). Over the years, Prosper Portland's program has spurred \$30 of private investment for every \$1 of agency funds – a very impressive return!

One other area of discussion with private property owners concerned a scenario under which the City might sponsor a Development Offering of private properties. Ordinarily, a City will offer a public-owned property; but given the dearth of such properties in Downtown Gladstone (the only such property being the old Library site, which will become available when the new Library opens; but note that the old Library site is fairly small), it may behoove the City to engage owners of privately held properties *on a purely voluntary basis*, identifying potential incentives which the City might consider for projects that meet or exceed the City's expectations regarding density, quality of design, capacity to contribute to a more robust Downtown, etc.

### **Consultations with Agency Staff**

In addition to conversations with developers and property owners, I had several fruitful discussions with public agency partners, summarized below:

Library (Clackamas County): My conversations with County staff took place at the early stage of my work. One of my original intentions was to explore the possibility of a mixed-use, multi-story project incorporating two or three floors of housing over the new Library. However, as noted earlier, there are several significant deterrents to this mixed-use concept. The site is probably too small to incorporate multiple uses including their requisite parking, Library drive-

through, etc. As well, the Library is on a fast timeline that would not lend itself to going through a process to identify a developer and coordinate his/her program with the Library program and design. And finally, it is likely that a mixed-use development with a ground floor Library would trigger expensive prevailing wage requirements for the entire project (even the private portion).

Tourism (Mt. Hood Region – County Tourism): I met several times with staff from the Mt. Hood Region. With staff encouragement, we submitted a pre-application for a tourism grant, for the purpose of creating a preliminary design to connect the Trolley Bridge with Gladstone's waterfront park. However, it was a competitive grant cycle and we decided to not incur the added cost of preparing a full tourism grant application. That said, Mt. Hood Region staff continues to encourage Gladstone to capitalize on what is probably it's best amenity – the River.

I also discussed with Mt. Hood Region staff the fact that Gladstone is now collecting an annual Transit & Lodging Tax (TLT). Their counsel is to form an advisory council to craft a tourism plan for Gladstone, with the TLT serving as a primary funding source (which may be augmented by County and State tourism dollars). They suggested contacting Oregon City's Economic Development staff to solicit their advice on the approach and likely components to such a plan. We *may* want to consider combining our efforts with Oregon City's.

Transit Oriented Development (Metro): Metro has several programs in which it partners with local governments and private developers to attract new transit oriented development (TOD) in such regional and town centers like Portland Avenue. Some of the programs are oriented to sites closer to high capacity transit (MAX lines and frequent-service bus lines); and Downtown Gladstone may not be eligible for some of these programs. However, Metro TOD staff did encourage Gladstone to engage Metro in possible land acquisition. Sites that Metro acquires could be used in conjunction with the recently-approved Metro Housing Bond to create mixed income, medium density residential/mixed-use projects. Such projects may also be eligible for partnerships with the County (particularly the Housing Authority) and the State (which has several funding programs targeting workforce housing).

Transportation Project Funding (Metro, Clackamas County): The most important public investments that Gladstone could make to attract new private development that aligns with the City's vision are the Portland Avenue streetscape improvements and the re-built Trolley Bridge. Given the City's limited resources, I had several fruitful and encouraging discussions with staff at both Metro and Clackamas County, regarding funding for these two projects. While there will be significant competition across the region for Metro transportation funds, the good news is that our timing is propitious – processes will be underway early in 2019 for two major sources – the Regional Flexible Funds program, and the proposed 2020 Transportation Package.

The formal process for both of these funds is still in flux (again, this is good news; it is *not* too late for the City to engage in the framing conversations). For both funds, Metro will be engaging local agencies (in our case, primarily the County, including both the Clackamas County Coordinating Committee, we well as the Metro C-4 Subcommittee) regarding project selection criteria, process for local prioritization, etc. In the case of the Regional Flexible Funds, there will be about \$40 - \$45M, with dollars actually not available until 2022. At this early stage (i.e. without clear direction regarding the selection criteria), I believe that it would be reasonable for

the City to pursue \$500,000 - \$1,000,000 towards the design and preliminary engineering for the Portland Avenue project as described in the Downtown Revitalization Plan (total cost of the project is estimated to be in the \$5-6M range).

The 2020 Transportation Package will likely entail a variety of sources (including a Voter bond in November, 2020) for a significant (multiple billions of dollars) set of transportation investments including the proposed Southwest Corridor MAX line, enhanced freeway interchanges, as well as corridors throughout the region.

Again, the criteria have yet to be formalized, but will probably include such factors as congestion, safety, pedestrian/bicycle, equity, air quality, climate, and resiliency. While the “ground rules” for Metro funds are still being defined, it is safe to assume that cities which provide a match to regional funds will be in a stronger position to win funding than cities which provide limited or no match dollars. Recognizing that Gladstone has very limited financial resources to contribute to infrastructure projects, it behooves the City to initiate policy actions that will help demonstrate that Gladstone takes serious its commitment to actions that will help foster the sort of development that Metro and other decision-makers seeks to foster. What this means in practice is that Gladstone will help itself *and* make itself a more appealing partner to Metro by taking such actions as the following:

- Align the zoning regulations with the City’s vision as set forth in the DRP
- Initiate incentive tools to help make mixed use, medium density development more financially feasible (see discussion under “Developer Interviews – Financial Feasibility”, above)
- Partner with Metro in considering land acquisition for possible mixed income, multi-story development
- Consider revisions to the City’s development code to better accommodate affordable housing – Cottage Cluster housing, Accessory Dwelling Units, etc.

Finally, with regard to transportation funding, it bears noting that the Regional Flexible Funds and 2020 Transportation Package are not the *only* sources. There are a variety of State funding possibilities, as well as such federal sources as the BUILD program (formerly “TIGER” grants).

### *Urban Renewal*

Urban Renewal is a major funding source that most communities in the Portland region and beyond utilize to carry out their downtown agenda. Urban Renewal dollars can be used for land acquisition, public improvements (streets, parks, bridges, etc.), storefront improvements, as well as direct participation in public-private partnerships.

I recognize that there are constraints on the use of urban renewal to help implement Gladstone’s Downtown Revitalization Plan; indeed, the City’s current urban renewal debt position may preclude any serious consideration of urban renewal for the next 8-9 years. But I would be remiss if I failed to note that sooner or later the City should consider either amending its existing urban renewal area boundary to include the Portland Avenue Corridor, or consider creating a new URA for the area. Without urban renewal dollars, the City may always be struggling to find

local dollars to leverage outside dollars (public and private) to carry out the Downtown agenda.

### *Community Promotions/Business Development Fund*

The City has approximately \$100,000+ in funding from its business license revenue. The City Council has discussed using as much as \$50,000 of these funds for a Community Promotion grant program. The idea being small grants for projects that benefit the community in some tangible way. I commend this program; we had a similar program in Hillsboro and it was popular and effective. *However*, I recommend holding off the implementation of this program in 2019; instead reserving the dollars to retain a part-time, limited duration staff person to carry out the most time-critical recommendations identified in this report (beginning on page 10).

When a Community Grant Program *is* implemented, I suggest the following “ground rules” for this program:

- A cap of \$5,000, on a reimbursable basis with prior approval through a simple application form (including a statement from the project sponsor as to how the project will benefit Gladstone and its residents).
- I wouldn't necessarily *require* that a project sponsor provide a match to obtain the grant, but “extra points” should be awarded to those applicants that contribute something (even 10%) to a project or program's cost.
- Funds should not serve to merely prop up existing operations, but rather should serve to spur either new physical projects or programs. Banners promoting a community event; scholarships for low income kids to attend summer camp; under-writing a community recital series or arts program. The ideas are limitless.
- As to marketing the fund, I suggest the usual things – a press release; an ad in the local papers; information on the City's website; social media. I also suggest outreach to organizations that may be interested or may know someone else who could be interested– business groups; PTAs; the Rotary; etc.

### *Other Projects & Opportunities*

While my work was focused on Downtown Revitalization, several intriguing opportunities/challenges arose in my interviews that bear mentioning at least in passing:

- Waterfront: Gladstone's greatest asset is its waterfront – really *two* waterfronts, along the Clackamas and Willamette Rivers. While there are public open spaces along sections of these waterfronts, there is an opportunity to craft a much bolder vision for the waterfront, entailing both expanded public ownership and activity, but also private development to capitalize on this tremendous asset. This is probably an expensive, long-term play, but it is not too early to *begin* to craft a vision.
- Seventh Day Adventist property: This property is a regional asset; there are few 70 acre sites within the region that benefit from close proximity to freeways. I have learned that there may be significant constraints on how the land can be developed (conditions of the original private donation to the church, restricting the land to church or related uses, i.e. education). Given the prominence of its location and its size, it surely bears some

consultation with the church, while fully respecting both any constraints that may affect the ultimate disposition of the property, as well as the prerogative of the church (as with any property owner) to determine the best course of action.

- Equity/Affordability: The entire region and State struggle with the issue of attainable housing. This report touches on this subject at several junctures. Gladstone currently boasts a relatively affordable, if somewhat limited, stock of ownership and rental housing. As the area grows, and as new development forces prices up, it will behoove the City to intentionally consider measures to protect and increase housing options for households with lower and moderate incomes. The ongoing conversation regarding HB 4006 with the County, the State Department of Land Conservation & Development, and others is an appropriate forum for these issues. In addition, Metro will be issuing grant dollars for this type of work early in 2019; pursuit of these funds is included in the Recommendations section of this report, below.

## Recommendations

The following are my recommendations for near term actions to advance Gladstone's efforts to create a more economically robust Downtown. These recommendations are primarily based on my interviews with developers, property owners, and public agency partners, along with my experience working in similar contexts. It bears noting that these recommendations are also based on my understanding that the City's financial and staff resources are very limited; consequently, with most recommendations I lay out a staffing/funding approach (*in parentheses*).

1. Development Code (2019): Partner with Clackamas County planning staff to move a package of amendments to the development code (and related amendments to the Comprehensive Plan) as identified in the DRP. Coordinate the amendment package with developers, perhaps through a Developer Roundtable (to assure that we're not missing anything, or the specific language of proposed revisions is problematic from a developer standpoint). (*Staffing & Funding: Approach the County Planning staff to ascertain whether they can incorporate this effort in their work program; OR seek a State Transportation & Growth Management grant; OR use the Business Development Fund to directly retain a consultant to perform the work*)
2. Pre-Development Grant Program (2020): Inaugurate a pre-development grant program, using the Community Promotions/Business Development fund. Incorporate features such as maximum grant amount (\$12,000?); required property owner match (20%?); demonstration of property owner commitment to seriously pursue development; and delineation of eligible, reimbursable expenses (preliminary design; code analysis; environmental assessment; appraisal; financial feasibility analysis, etc.). Market to property owners through individual outreach, City website. (*Staffing & Funding: Use a small portion of the available Business Development funds to retain a consultant to draft the ground rules, and to advise the City in evaluating applications and approving the work program for any particular grant; OR contact the County Economic Development Department regarding its possible assistance in establishing and administering the program*).

3. Transportation Funding (2019). Participate in County and Metro discussions regarding Regional Flexible Funds and 2020 Transportation Package. Primary activities include regular consultation with County and Metro transportation staff, and attendance at C4 (Clackamas County Coordinating Committee) meetings (including C4 Metro Subcommittee). Also – pursue other funding possibilities as appropriate (BUILD, State programs, etc.) *(Staffing & Funding: At least initially, this effort will not require any expenditure of funds, but rather simply staff engagement as criteria for these dollars are developed in the next several months. This could either be accomplished by having the the proposed new part-time limited duration Project Manager – funded through the Business Development Fund – participate in discussions with Metro and the County; and/or coordinate closely with County Transportation staff)*
4. Trolley Bridge (2020). Engage in design refinement to bridge design; ideally to make sure that the design is best suited to qualify for regional transportation dollars (i.e. incorporation of resiliency capacity, and possible future streetcar capacity); and also to seek to protect against the risk that Value Engineering will compromise the aesthetics of the bridge design. *(Staffing & Funding: This is another project which should not entail any significant outlay of funds in the foreseeable future. Participation in the Trolley Bridge design and value engineering efforts should be staffed directly by the City Administrator; possibly with assistance from the aforementioned part-time Project Manager funded out of the Business Development Fund)).*
5. Library (2019). Continue to participate in the refinement of the Library programming and design; to seek to assure that the functions, programming and design of the Library meet or exceed Gladstone’s expectations. *(Staffing & Funding: Another project which should not entail any significant outlay of funds. The City Administrator should continue to serve as the City’s lead).*
6. Meet with officials from the 7<sup>th</sup> Day Adventist Church (2019), to ascertain their intentions for their property and their willingness to participate in discussions regarding possible partnerships with the City to determine mutually beneficial long-term options for the property. *(Staffing & Funding: No expenditures – a single meeting involving the City Administrator and the aforementioned Project Manager. Follow-up meetings may ensue, and eventually it may be warranted to formulate a more detailed approach, funding, etc.)*
7. Waterfront Opportunities (2020): Convene a Round Table with Economic Development officials from the County, Metro, Business Oregon, Regional Solutions, Mt. Hood Territory, and others as appropriate to consider options to seize on opportunities affecting the Gladstone waterfront. *(Staffing & Funding: Use a small portion of the Business Promotions fund to cover costs – refreshments, a meeting facilitator – possibly the new Project Manager, and drafting of a final report and recommendations).*
8. Attainable Housing (2019): Initiate a policy review of City regulations affecting the feasibility of attainable housing, i.e. housing serving workforce households. Consider such factors as zoning (e.g. maximum density and height, minimum parking, etc.), fees/Systems Development Charges, incentives, cottage clusters, accessory dwelling

units, etc. Consider forming a Housing Task Force, to work with staff of relevant agencies (Metro, State Housing, County Planning, County Housing Authority) along with for-profit and non-profit developers. *(Staffing & Funding: It is likely that other funding sources from Metro or the State Housing Department may become available to cover most if not all of the funding for such a project; with the new Project Manager to oversee any such activities).*

9. Tour (2019): City Council and senior staff tour regional examples of public-private partnerships, including on-site meetings with developers, elected officials, and agency staff. Purpose is to get a better of understanding of what it takes to make these projects happen. Examples: Canby, Milwaukie, Lents, etc.. *(Staffing & Funding: minimal; may require limited consultant/Project Manager hours to arrange tour details)*
10. Portland Avenue Storefront Façade Improvement Program (2020): Inaugurate a storefront façade improvement grant program, using future allocations of the Community Promotions/Business Development fund. Incorporate features such as maximum grant amount (\$25,000?); required property owner match (50%?); and delineation of eligible, reimbursable expenses (restoration or replication of original façade; signs; awnings; paint color; etc.); obligation to work with architects pre-selected by the City (quality control). Market to property owners through individual outreach, City website. *(Staffing & Funding: Use a small portion of the available funds to retain a consultant or the aforementioned Project Manager to draft the ground rules, and to advise the City in evaluating applications and approving the work program for any particular grant; OR contact the County Economic Development Department regarding its possible assistance in establishing and administering the program).*
11. Engage property & business owners in a Main Street organization (2019). Encourage property and business owners along and near Portland Avenue to form an organization. Start small – meet monthly. Opportunity for property/business owners to compare notes with each other and with City officials and others regarding projects and initiatives (zoning code amendments, bridge, library, etc.); opportunity to coordinate in business district improvement projects, initially modest (and inexpensive) in scope (hanging flower baskets? Banners?). Events (a street fair? Farmers’ market?). Encourage sidewalk businesses. Bring in Sheri Stuart (State Main Street Program Coordinator) to explain the benefits of her program. Advocacy for regulations, incentives. Coordination on hours of opening. Parking cooperation (e.g. shared lots). Related to this work, consider re-invigorating the historic preservation program, including pursuit of CLG (Certified Local Government) status from the State Historic Preservation Office (SHPO). CLG status opens up SHPO funding opportunities. *(Staffing & Funding: undetermined – will depend in part on the level of stakeholder interest.)*
12. SDCs (2020): Conduct an examination of possible modifications to the Systems Development Charges programs, to determine how these programs might help to leverage new private development. Consider SDC waivers, deferral, or lenient financing provisions, as well as revised rate structures (for instance, charge a small apartment a lower fee/rate than a larger single family dwelling) Knowing that the City relies on

SDCs for funding and that it has recently updated its SDC programs, it may behoove the City to limit any possible revisions to a very particular class of new development – i.e., new multi-story mixed use development along/near Portland Avenue. *(Staffing & Funding: will require funds to retain a consultant to perform the desired services; best to start by consulting with Metro, State, and County officials to ascertain possible funding sources).*

13. Housing (2019): Participate in ongoing discussions with staff from Metro and the County regarding policy and funding opportunities affecting affordable/attainable/workforce housing, including possible acquisition of a suitable site for mixed income housing development using *either* Metro’s bond dollars *or* TOD (Transit Oriented Development) funds. *(Staffing & Funding: limited to some combination of City Administrator time and/or consultant time; OR the part-time Project Manager).*
14. Community Promotions/Business Development Fund (2019): per above, utilize this fund to retain a part-time, limited duration employee to oversee the priority (“2019”) projects and programs identified herein. Use future allocations as available to create a Pre-Development grant program and a Storefront Façade Improvement grant program, in addition to the Community Grant Program.
15. Development Offering (2020): prepare a development offering for the City’s old Library site as well as for any properties whose owners voluntarily choose to participate; identifying City incentives which the City will consider for projects which meet or exceed the City’s expectations regarding density, quality of design, capacity to contribute to a more robust Downtown, etc. *(Staffing & Funding: will likely require consultant assistance, or the Project Manager funded with Business Development revenues).*
16. Vertical Housing Development Zone (2020): examine the possibility of this partial tax abatement program for new mixed use development. Recommend boundaries. *(Staffing & Funding: will likely require consultant/Project Manager oversight, or possibly assistance from the Clackamas County Housing Department).*
17. Tourism Plan (2020): In consultation with staff from the Mt. Hood Region (the County Tourism office) and with Oregon City staff, initiate a Tourism Plan that capitalizes on Gladstone’s exceptional assets – above all the rivers. Address how the City’s TLT dollars might best be deployed, and what type of projects might best attract County and State tourism grant funds. *(Staffing & Funding: consider using existing TLT funds to retain a tourism consultant OR to contract with Oregon City Economic Development or the Mt. Hood Region. Form an unpaid Advisory Committee to include the Mt. Hood Region; North Clackamas Chamber; County Economic Development staff; and representatives from Gladstone lodging and other tourism-based businesses, e.g. restaurants. If a new Project Manager is retained, he/she should oversee the City’s engagement).*

## Conclusion: The Choice

Gladstone is at a crossroads; a time of choices for the City that will resonate for years to come. Regional market forces combined with Downtown Gladstone's unique circumstances, assets, and challenges lead to the conclusion that Gladstone can choose to chart an *intentional* course with a promising future for Downtown and indeed for the entire City; or it may opt to ignore these factors and let things happen as they will, unintentionally as it were.

If Gladstone is to achieve its potential, partnerships will be absolutely essential. Partners to help with funding, or with the adoption of policies to align Gladstone's regulatory framework with its compelling aspirations. Partners in the private development sector who recognize the current challenges of Downtown Gladstone, but who are also inspired by the potential. These partners are at the table, willing to help the City, but they will not force themselves on the City; the City needs to *choose* to engage.

Even under the best of circumstances, the City needs to consider that achieving a bold vision takes considerable effort and time. Even if Gladstone makes a strong commitment in staffing, resources, policy initiatives, and investments, it will likely still take years (maybe even decades) to achieve the vision.

That said – inaction will practically guarantee that the vision will not be achieved. The work is hard, the resources are limited – but the opportunities are great. It is for Gladstone to decide whether to seek to achieve its vision for a great downtown.

# City of Gladstone Staff Report

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Report Date: January 2, 2019  
Meeting Date: January 8, 2019  
To: Gladstone City Council  
From: Jacque M. Betz, City Administrator

## AGENDA ITEM

Rinearson Natural Area Agreement- Consider Authorizing the City Administrator to sign the Declaration of covenants, conditions, and restrictions (CCR&S) and grant of irrevocable right of entry for the Rinearson Natural Area.

## Proposal

City Attorney David Doughman has prepared a memo providing a history on the Rinearson Creek Project and the action that is required to allow the City Administrator to declare certain covenants, conditions, and restrictions (CC&Rs) relative to the Rinearson Natural Area (RNA) restoration project and grant a right of access to the property.

A copy of the Rinearson Natural Area Agreement and CCR&S are attached to the City Attorney's memo. The trustees for the Portland Harbor Superfund project require that the CC&Rs be imposed on the property before RNA, LLC may begin selling credits to potentially responsible parties.

## Cost Impact

There is no cost impact to approving the CC&Rs. The attached memo clarifies the sale of mitigation credits and when revenues will be generated from the project. In addition, project manager Bobby Proutt will address the council in the spring to discuss this further and to assist with a ribbon cutting ceremony for the elected officials and community.

## Recommended Staff Action

Authorize the City Administrator to sign the Declaration of covenants, conditions, and restrictions (CCR&S) and grant of irrevocable right of entry for the Rinearson Natural Area.

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Department Head  
Signature

Date

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City Administrator  
Signature

Date

MEMORANDUM

TO: Mayor Stempel  
Gladstone City Councilors

FROM: David Doughman, City Attorney's Office 

SUBJECT: CC&Rs and Right of Access for Rinearson Natural Area

DATE: December 31, 2018

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At its January 8, 2019 meeting, staff will ask the Gladstone City Council to authorize City Administrator Betz to declare certain covenants, conditions and restrictions (“CC&Rs”) relative to the Rinearson Natural Area restoration project and grant a right of access to the property. We have included a copy of the CC&Rs with this memo.

The city previously agreed to declare CC&Rs on the property when it entered into the 2014 agreement with Rinearson Natural Area, LLC (“RNA, LLC”) for restoration of the site. In accordance with the agreement, the CC&Rs limit uses of the property to those consistent with restoration project, including further implementation of the habitat restoration objectives for the site. The CC&Rs also identify prohibited uses of the property, including the construction of any buildings or structures, mining or excavation or the introduction of non-native plants or species. The CC&Rs also grant the trustees for the Portland Harbor Superfund project the right to access the site with reasonable notice to the city to monitor the stewardship of the property. The trustees require the CC&Rs to be imposed on the property before RNA, LLC may begin selling credits to potentially responsible parties.

With respect to the sale of mitigation credits and when revenues will be generated from the project, I understand project manager Bobby Proutt will address the council in the near future to discuss these issues. In general, according to the agreement between the city and RNA, LLC, the sale of credits and the generation of revenue is outlined below for the council’s benefit.

- The project creates revenue from the sale of the mitigation credits. As I understand it, the trustees will set a price for these credits relative to the overall value of the project. So-called “potentially responsible parties or PRPs” – those parties that the federal government believes are responsible for the contamination – can reduce their overall liability for clean-up costs by buying these credits from RNA, LLC and from other parties that have done similar restoration work in the region.
- With two exceptions, before it shares with the city any of the money earned from selling credits (the “Revenues”), RNA, LLC is entitled to use the Revenues to be reimbursed or

pay for all “Costs” associated with the project, which include design costs, construction costs, fees, salaries, wages, taxes, insurance, short-term maintenance costs, etc.

- After deducting the Costs from the Revenues, RNA, LLC is also entitled to use Revenues to potentially fund a “Stewardship Amount.” I say “potentially” because the trustees may require PRPs or another third-party to directly fund the Stewardship Amount. Either way, the trustees will set this amount relative to what they believe are the reasonable long-term costs in maintaining the project.
- If the trustees require a party other than RNA, LLC to fund the Stewardship Amount, then RNA, LLC is entitled to keep all of the Revenues in excess of the Costs, up to an amount equal to the Stewardship Amount.
- At that point, all Revenues that exceed the Costs and the Stewardship Amount will be divided equally among the city and RNA, LLC.
- As mentioned above, there are two instances when the city is entitled to receive money prior to the division of “profits” between the parties. The parties agreed that RNA, LLC would reimburse the city for the costs of the sediment study that the city funded at the beginning of the project (up to \$44,000) and \$10,000 for legal expenses.

**RECOMMENDED MOTION:** “I move to authorize City Administrator Betz to sign the CC&Rs and grant a right of entry for the Rinearson Natural Area property.”

**DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS  
AND GRANT OF IRREVOCABLE RIGHT OF ENTRY**

**Property Address: N/A**

**Tax Parcel IDs: 00526354; 05019648; 05000035; 00526256; 00526265; 00526274; 00526924**

**Deed Reference(s): 92-30263; 2007-092290; 99-088195**

**County Recording No.**

CITY OF GLADSTONE, an Oregon municipal corporation (hereafter, the “DECLARANT”), is the fee simple owner of certain property located in the City of Gladstone, Clackamas County, Oregon, which property is more particularly described and depicted in the Deeds referenced below (hereafter the “City Land”):

<b>Tax Parcel ID</b>	<b>Vesting Deed(s)</b>
00526354	Deed made by the State of Oregon, Parks and Recreation Department, on May 12, 1992 and recorded in the Recorder’s Office for Clackamas County, Oregon (the “Recorder’s Office”) as Instrument Number 92-30263 (the “Parks and Rec Deed”).  Warranty Deed made by Duane Peabody and Verle R. Peabody on November 22, 1972 and recorded in the Recorder’s Office as Instrument Number 72-37511.
05019648	Dedication Agreement for Real Property made by Adam F. Hoesly on October 12, 2007 and recorded in the Recorder’s Office as Instrument Number 2007-092290.
05000035	Bargain & Sale Deed made by Robinwood Riviere Property Owners Association on September 1, 1999 and recorded in the Recorder’s Office as Instrument Number 99-088195 (the “Robinwood Deed”).
00526256, 00526265 and 00526924	Deed made by the State of Oregon, Parks and Recreation Department, on May 12, 1992 and recorded in the Recorder’s Office as Instrument Number 92-30263.  Warranty Deed made by Jack W. Parker on March 5, 1974 and recorded in the Recorder’s Office as Instrument Number 74-6136.

00526274	<p>Deed made by the State of Oregon, Parks and Recreation Department, on May 12, 1992 and recorded in the Recorder's Office as Instrument Number 92-30263.</p> <p>Deed made by the State of Oregon, acting by and through the Division of State Lands, on January 22, 1979 and recorded in the Recorder's Office as Instrument Number 79-3809 (the "DSL Deed").</p>
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Rinearson Natural Area, LLC, an Oregon limited liability company ("Rinearson"), intends to implement a natural resource damage assessment restoration project known as the Rinearson Natural Area Restoration Project (the "Project") on certain property located in the City of Gladstone and Clackamas County, Oregon containing approximately 33.156 acres, including a portion of the City Land, and being more particularly shown on Attachment "A-1" and described on Attachment "A-2" (the "Project Land"). Attachments "A-1" and "A-2" are incorporated herein by reference. The portion of the City Land included in the Project is hereafter referred to as the "Property". Rinearson and Declarant have entered into an agreement by which Rinearson has the sole and exclusive right to conduct all activities on the Property necessary to complete the Project (the "Project Agreement"). Pursuant to the Project Agreement, Declarant has agreed to restrict the Property in order to protect the completed Project in perpetuity.

Therefore, in accordance with the Project Agreement, Declarant hereby restricts, as set forth below, the uses to which the Property may be put. The Declarant declares that these restrictions shall constitute covenants that run with the land, as provided by applicable law, and said restrictions shall continue in perpetuity or for the maximum period allowed by law. The restrictions on the Property's use under this Declaration of Covenants, Conditions and Restrictions and Grant of Irrevocable Right of Entry (this "Declaration") shall be binding on the Declarant, its personal representatives, heirs, successors, assigns, employees, agents, lessees, permittees, licensees and invitees, and any subsequent person or entity claiming an interest in the Property. However, this Declaration will terminate at the time that Declarant conveys a conservation easement approved by the Trustee Council (defined below) to an authorized holder. Declarant and the Trustee Council shall prepare and record any instruments reasonably necessary to remove any cloud to title on the Property.

**COVENANTS, CONDITIONS, AND RESTRICTIONS:**

The Property shall be restricted to the following uses:

1. Uses by Rinearson and the Trustee Council (as defined in this section) furthering natural resource damage assessment restoration objectives. The Portland Harbor Natural Resource Trustee Council consists of the National Oceanic and Atmospheric Administration on behalf of the Department of the Commerce, the United States Fish and Wildlife Service on behalf of the Department of Interior, the Oregon Department of Fish and Wildlife on behalf of the State of Oregon, the Confederated

Tribes of the Grand Ronde Community of Oregon, the Confederated Tribes of Siletz Indians, the Confederated Tribes of the Umatilla Indian Reservation, the Confederated Tribes of the Warm Springs Reservation of Oregon, and the Nez Perce Tribe (collectively hereinafter the “Trustee Council”). The term “natural resource” shall be defined pursuant to 42 U.S.C. § 9601 (16).

2. Implementation of the Project consistent with and pursuant to the terms of the Rinearson Natural Area Habitat Development Plan (including Exhibits), incorporated herein by reference and agreed to by the Trustee Council and Rinearson (the “Habitat Development Plan”).
3. Purposes compatible with the preservation and enhancement of native species and their habitats in a manner consistent with the conservation purposes and performance standards set forth in the Habitat Development Plan.

The Property shall not be used for any purposes inconsistent with the Project and the perpetual protection and conservation of the Property as provided in the Habitat Development Plan. All rights accruing from Declarant’s ownership of the Property, including the right to engage in or permit or invite others to engage in all uses of the Property that are not prohibited herein and are not inconsistent with the purposes of this Declaration are reserved to Declarant and Declarant’s personal representatives, heirs, successors, and assigns.

Prohibited uses of the Property, insofar as they are not actions specifically identified by the Habitat Development Plan and its Exhibits, include, but are not limited to, the following:

1. Construction, reconstruction or placement of any permanent building or structure.
2. Unseasonable watering; use of fertilizers, biocides, or other agricultural chemicals; incompatible fire protection activities; and any and all other uses which may adversely affect conservation objectives and performance standards set forth in the Habitat Development Plan.
3. Grazing or agricultural activity of any kind.
4. Commercial or industrial uses.
5. Depositing or accumulating soil, trash, ashes, refuse, waste, bio-solids or any other material.
6. Filling, dumping, excavating, draining, dredging, mining, drilling, removing, exploring for or extracting minerals, loam, gravel, soil, rock, sand or other material on or to a depth of 100 feet below the surface of the Property, or granting or authorizing surface entry for any of these purposes.
7. Altering the surface or general topography of the Property, including building roads, paving or otherwise covering the Property with concrete, asphalt, or another impervious material.
8. Removing, destroying, or cutting trees, shrubs or other vegetation, except to the extent otherwise consistent with the Habitat Development Plan and as required for: (i) fire breaks; (ii) maintenance of existing foot trails or roads; (iii) prevention or treatment of disease; (iv) utility line clearance; (v) levee easement clearance; (vi) invasive species management; or (vii) prevention or remediation of vegetation that

creates a substantial risk of bodily injury or property damage. Except (i) for activities specifically authorized under the Habitat Development Plan or (ii) in the event of an emergency, in which case Declarant shall notify Rinearson and the Trustee Council as soon as practicable; Declarant shall provide prior notice and consult with Rinearson and the Trustee Council prior to cutting or removing trees, shrubs or other vegetation for the purposes authorized in this section.

9. Use of motorized vehicles, including off-road vehicles, except on existing roadways, inasmuch as they are harmful or adverse to the conservation objectives of the Habitat Development Plan. Notwithstanding the forgoing, use of motorized vehicles is allowed for the limited purposes of land management, restoration project implementation, and monitoring to the extent consistent with the Habitat Development Plan. Use of emergency vehicles is allowed for the limited purpose of emergency response, in which case Declarant shall notify Rinearson and the Trustee Council as soon as practicable.
10. Transferring any water, mineral, or air rights potentially beneficial to the maintenance or restoration of the biological resources of the Property.
11. Planting, introduction, or dispersal of invasive or exotic plant or animal species.
12. Manipulating, impounding or altering any natural watercourse, body of water or water circulation on the Property, other than those actions set forth under the Habitat Development Plan, and any activities or uses that are or are likely to be detrimental to water quality, including but not limited to degradation or pollution of any surface or sub- surface waters.
13. Permitting a general public right of access to the Property, provided, however, that (i) public access may be permitted on the trails identified in the Habitat Development Plan and (ii) volunteer organizations, education-related groups, news media and similar third parties may be allowed to temporarily enter the Property for the limited purposes of inspection, education or public relations. All rights of access permitted under this section shall be in accordance with and subject to the provisions of and restrictions set forth in this Declaration.
14. Hunting.
15. Trapping of native species.

#### GRANT OF RIGHT OF ENTRY:

The Declarant hereby grants Rinearson, the Trustee Council or either of their designee(s) an irrevocable right and license to enter the Property at reasonable times, subject to giving the Declarant 48-hours' notice (except in cases where Rinearson and/or the Trustee Council or either of their designee(s) determine that immediate entry is required to preserve the conservation values of the Property) to monitor the Declarant's compliance with the terms of this Declaration and for other purposes not inconsistent with this instrument; provided that Rinearson and/or the Trustee Council or its designee(s) shall not unreasonably interfere with the Declarant's authorized use and quiet enjoyment of the Property.

#### ENFORCEMENT:

The Declarant hereby grants Rinearson, the Trustee Council and either of their designee(s) the right to enforce the terms of this instrument and prevent any activity or use of the Property that is inconsistent with the terms of this instrument or the Habitat Development Plan and, thus, detrimental to the interests of Rinearson, the Trustee Council and either of their designee(s). Further, consistent with the forgoing grant of a right of enforcement, the Declarant hereby expressly recognizes that Rinearson, the Trustee Council and either of their designee(s) are intended third-party beneficiaries and have standing to enforce the terms of this instrument and the Habitat Development Plan and require the restoration of such areas or features of the Property that may be damaged by any act, failure to act, or any use or activity that is inconsistent with the purposes of this instrument and the Habitat Development Plan. In the event that the Trustee Council disbands during the term of this instrument, the Trustee Council's appointed designee(s), if any, shall enforce the terms of this instrument pursuant to any agreement entered into by members of the Trustee Council which governs the Trustee Council members' process to exercise enforcement rights, including the third-party right of enforcement granted to the Trustee Council and its designee(s) pursuant to this instrument. In the event that the members of the Trustee Council do not enter into a separate agreement governing the Trustee Council's exercise of the third-party rights of enforcement granted herein prior to disbanding or otherwise ceasing to act as a group, each party that comprised the Trustee Council shall be deemed a third-party beneficiary to this instrument and may enforce the terms of this instrument as if such former member or member(s) are named parties to this instrument. Declarant, at the written request of a member of the Trustee Council or its authorized representative, agrees to promptly execute and deliver all such further documents or instruments, and to promptly take and forbear from all such actions, as may be reasonably necessary or appropriate in order more effectively confirm or carry out the provisions of this Declaration and the rights granted herein.

#### PROPERTY:

It is Declarant's intention that any and all property now or hereafter owned by Declarant, its successors or assigns, comprising a part of the Project Land be subject to this Declaration. Therefore, if it is ever determined that Declarant, its successors or assigns, owns additional property within the Project Land, this Declaration shall automatically and without further action apply to such additional property.

Declarant specifically acknowledges and confirms that (i) the Project is consistent with the use restrictions set forth in the Parks and Rec Deed, the Robinwood Deed, DSL Deed and the 2007 Deed "Dedication Agreement for Real Property" (collectively, the "Use Restriction Deeds") and (ii) the Project does not trigger the reversionary rights set forth in any of the Use Restriction Deeds. A copy of a letter confirming the reversionary right under the Robinwood Deed is not triggered is attached as Attachment "B". Notwithstanding anything else contained herein or elsewhere to the contrary, Declarant confirms that the restrictions set forth in this Declaration shall continue to apply to the property described in the Use Restriction Deeds even if a reversionary right is triggered.

IN WITNESS WHEREOF, the undersigned being duly authorized by the Declarant herein, has unto set its hand this \_\_\_\_ day of December, 2018

FOR THE DECLARANT,  
CITY OF GLADSTONE, OREGON

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF OREGON  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ (date) by  
\_\_\_\_\_ as \_\_\_\_\_ on behalf of the City.

\_\_\_\_\_  
NOTARY PUBLIC

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Attachment "A-1"**

**Plat entitled "EXHIBIT 'LIMITS OF IMPROVEMENTS' FOR RINEARSON  
NATURAL RESOURCE AREA" dated September 29, 2015 made by Statewide Land  
Surveying, Inc. follows**

# EXHIBIT "LIMITS OF IMPROVEMENTS"

FOR  
RINEARSON NATURAL RESOURCE AREA  
SITUATED IN SOUTH HALF OF SECTION 19  
TOWNSHIP 2 SOUTH, RANGE 2 EAST, WILLAMETTE MERIDIAN  
CITY OF GLADSTONE, CLACKAMAS COUNTY, STATE OF OREGON  
NO CORNERS SET WITH THIS MAPPING.

## VICINITY MAP

NO SCALE



## REFERENCE DEEDS

SURVEY	TAX LOT	PARCEL#	ALL IN CLACKAMAS COUNTY DEED RECORDS	DEED	GRANTEE (OWNER)
101	22E19C00(101)	00526334	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
102	22E19C00(102)	00526335	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
103	22E19C00(103)	00526336	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
104	22E19C00(104)	00526337	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
105	22E19C00(105)	00526338	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
106	22E19C00(106)	00526339	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
107	22E19C00(107)	00526340	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
108	22E19C00(108)	00526341	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
109	22E19C00(109)	00526342	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
110	22E19C00(110)	00526343	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
111	22E19C00(111)	00526344	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
112	22E19C00(112)	00526345	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
113	22E19C00(113)	00526346	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
114	22E19C00(114)	00526347	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
115	22E19C00(115)	00526348	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
116	22E19C00(116)	00526349	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
117	22E19C00(117)	00526350	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
118	22E19C00(118)	00526351	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
119	22E19C00(119)	00526352	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
120	22E19C00(120)	00526353	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
121	22E19C00(121)	00526354	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
122	22E19C00(122)	00526355	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
123	22E19C00(123)	00526356	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
124	22E19C00(124)	00526357	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
125	22E19C00(125)	00526358	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
126	22E19C00(126)	00526359	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
127	22E19C00(127)	00526360	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
128	22E19C00(128)	00526361	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
129	22E19C00(129)	00526362	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
130	22E19C00(130)	00526363	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
131	22E19C00(131)	00526364	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
132	22E19C00(132)	00526365	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
133	22E19C00(133)	00526366	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
134	22E19C00(134)	00526367	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
135	22E19C00(135)	00526368	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
136	22E19C00(136)	00526369	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
137	22E19C00(137)	00526370	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
138	22E19C00(138)	00526371	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
139	22E19C00(139)	00526372	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
140	22E19C00(140)	00526373	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
141	22E19C00(141)	00526374	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
142	22E19C00(142)	00526375	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
143	22E19C00(143)	00526376	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
144	22E19C00(144)	00526377	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
145	22E19C00(145)	00526378	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
146	22E19C00(146)	00526379	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
147	22E19C00(147)	00526380	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
148	22E19C00(148)	00526381	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
149	22E19C00(149)	00526382	(01)	DEED 92-30263	CITY OF GLADSTONE, OR
150	22E19C00(150)	00526383	(01)	DEED 92-30263	CITY OF GLADSTONE, OR

380\* = NOT IN PROJECT AREA, NOT PART OF SURVEY



## LINE TABLE

LINE NO.	DESCRIPTION	BEARING	DISTANCE	AREA
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PROFESSIONAL  
LAND SURVEYOR  
OREGON  
EXPIRES: 06/30/2016

**STATEWIDE LAND SURVEYING, INC.**  
800 NW 20TH ST #101  
GRESHAM, OR 97030  
(503) 665-7988  
(503) 665-7777  
PROJECT NO. 2015-42  
SHEET 1 OF 1  
SCALE 1" = 150'

## CURVE TABLE

STATION	CHORD BEARING	CHORD DISTANCE	ARC DISTANCE	CHORD CURVATURE
1	...	...	...	...
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## LEGEND

- = DENOTES FOUND MONUMENT AS NOTED
- XXX = KEY TO REFERENCE DEED TABLE
- + = SET BY PREVIOUS SURVEY, NOT TIED THIS SURVEY

**Attachment "A-2"**  
**[Boundary Description Follows]**



STATEWIDE LAND SURVEYING INC.

## BOUNDARY DESCRIPTION

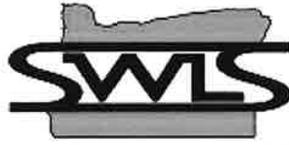
A TRACT OF LAND LYING WITHIN A PORTIONS OF LAND FOUND IN DEED 92-30263 TO THE CITY OF GLADSTONE OREGON, AS RECORDED IN CLACKAMAS COUNTY ON MAY 19 1990, ALSO WITHIN A PORTION OF LAND FOUND IN DEDICATION AGREEMENT FOR REAL PROPERTY 2007-092290 TO THE CITY OF GLADSTONE OREGON, AS RECORDED IN CLACKAMAS COUNTY ON OCTOBER 26 2007, ALSO WITHIN A PORTION OF LAND FOUND IN QUIT CLAIM DEED 2005-050728 TO CORNELL V SAFTENCU, AS RECORDED IN CLACKAMAS COUNTY ON JUNE 03 2005, ALSO WITHIN A PORTION OF LAND FOUND IN WARRANTY DEED 76-22575 TO THE ROBINWOOD RIVIERE PROPERTY OWNERS' ASSOCIATION, AS RECORDED IN CLACKAMAS COUNTY ON JULY 6 1976, ALSO WITHIN THE LAND FOUND IN BARGAIN & SALE DEED ``99-088195 TO THE CITY OF GLADSTONE OREGON, AS RECORDED IN CLACKAMAS COUNTY SEPTEMBER 7 1999, ALL SAID LAND SITUATED WITHIN THE P.M. RINEARSON DONATION LAND CLAIM (D.L.C.) AND INDEXED WITHIN THE SOUTH HALF OF SECTION 19 TOWNSHIP 2 SOUTH, RANGE 2 EAST OF CLACKAMAS COUNTY, STATE OF OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS TO WIT:

COMMENCING AT STONE (STONE NO. 1) SET IN THE DIVISION LINE BETWEEN THE NORTH 1/2 AND SOUTH 1/2 OF THE P.M. RINEARSON D.L.C, AS FOUND BY MELDRUM IN 1908, SEE BLUE FIELD BOOK FILE 1905-1908 BOOK 21 PAGES 111-118 AND AS SHOWN ON SURVEY CS-7476 BY BERTELL MASON JR, FROM WHICH BEARS ALONG SAID DIVISION LINE SOUTH 64°04'44" WEST AT A DISTANCE OF 1341.93 FEET, (CS-7476 SOUTH 64°00'00" WEST - 1341.42 FEET) A STONE (STONE NO. 2), ALSO FOUND BY MELDRUM, SAID SECOND STONE IS REFERENCED BY; A 1-1/4" GAS PIPE BEARING SOUTH 42°24'46" EAST AT A DISTANCE OF 8.91 FEET, (CS-7476 SOUTH 40°30' WEST - 9.08 FEET), A 1/2" REBAR BEARING SOUTH 67°30'24" WEST AT A DISTANCE OF 8.91 FEET, A 5/8" IRON ROD BEARING NORTH 54°04'56" WEST AT A DISTANCE OF 2.64 FEET,

THENCE, FROM SAID STONE NO. 1 SOUTH 64°04'44" WEST ALONG SAID DIVISION LINE FOR A DISTANCE OF 266.39 FEET TO THE POINT OF BEGINNING OF THIS BOUNDARY DESCRIPTION;

THENCE, CONTINUING ALONG SAID DIVISION LINE SOUTH 64°04'44" WEST FOR A DISTANCE OF 150.90 FEET;

THENCE, DEPARTING SAID DIVISION LINE AND RUNNING 25 FEET OFFSET AND PARALLEL TO THE SOUTHERLY LINE OF LOT 12 THROUGH LOT 20 OF



STATEWIDE LAND SURVEYING INC.

THE PLAT OF ROBINWOOD RIVIERE AS RECORDED IN PLAT BOOK 63 AT PAGE 30 (PLAT NO. 1943), RECORDED AT CLACKAMAS COUNTY, THE FOLLOWING COURSES AND DISTANCES;

NORTH 69°45'26" WEST FOR A DISTANCE OF 162.92 FEET;

NORTH 88°29'26" WEST FOR A DISTANCE OF 553.56 FEET;

THENCE, DEPARTING SAID OFFSET LINE NORTH 01°30'34" EAST FOR A DISTANCE OF 25.00 FEET TO THE SOUTHERLY CORNER COMMON TO LOT 20 AND LOT 21 OF SAID PLAT OF ROBINWOOD RIVIERE;

THENCE, SOUTH 58°42'42" WEST FOR A DISTANCE OF 121.53 FEET TO A POINT THAT BEARS SOUTH 05°38'35" WEST A DISTANCE 25 FEET FROM THE SOUTHEASTERLY CORNER OF LOT 22 OF SAID PLAT OF ROBINWOOD RIVIERE;

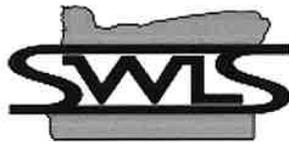
THENCE, NORTH 80°09'46" WEST FOR A DISTANCE OF 146.57 FEET TO A POINT ON THE EASTERLY LINE OF THAT CERTAIN LANDS OF CORNELL V. SAFTENCU, BEING THE SOUTHEASTERLY CORNER OF PARCEL 1 AND THE NORTHEASTERLY CORNER OF PARCEL 2, AS RECORDED BY DOCUMENT NUMBER 2005-050728 RECORDS OF CLACKAMAS COUNTY;

THENCE, ALONG THE LINE COMMON OF PARCEL 1 AND PARCEL 2 OF SAID CORNELL V. SAFTENCU LANDS NORTH 46°20'01" WEST FOR A DISTANCE OF 89.88 FEET TO A POINT 10 FOOT OFFSET SOUTHEASTERLY FROM THE EASTERLY LINE OF LOT A OF THE PLAT OF RIVER COVE AS RECORDED IN PLAT BOOK 29 AT PAGE 10 (PLAT NO. 801), RECORDS OF CLACKAMAS COUNTY;

THENCE, 10 FEET PARALLEL AND OFFSET FROM THE EASTERLY LINE OF LOT A OF SAID PLAT OF RIVER COVE, SOUTH 43°28' 20" WEST FOR A DISTANCE OF 73.40 FEET TO A POINT ON THE SOUTHERLY DEED LINE OF SAID CORNELL V. SAFTENCU LANDS, (DESCRIBED IN SAID DEED AS THE EASTERLY BANK OF THE WILLAMETTE RIVER AT MEAN HIGH WATER STAGE);

THENCE, ALONG THE SOUTHERLY DEED LINE OF SAID CORNELL V. SAFTENCU LAND NORTH 25°48'00" WEST FOR A DISTANCE OF 10.69 FEET TO POINT ON THE SOUTHERLY PROJECTION OF THE EASTERLY LINE OF LOT A OF SAID PLAT OF RIVER COVE;

THENCE, ALONG THE SOUTHERLY PROJECTION OF THE EASTERLY LINE LOT A OF SAID PLAT OF RIVER COVE, SOUTH 43°28'20" WEST FOR A



STATEWIDE LAND SURVEYING INC.

DISTANCE OF 53.35 FEET TO THE APPROXIMATE CENTERLINE AND  
EASTERLY TERMINUS OF MELDRUM'S SLOUGH;

THENCE, ALONG THE APPROXIMATE CENTERLINE OF MELDRUM'S SLOUGH  
THE FOLLOWING COURSES AND DISTANCES;

NORTH 53°21'33" WEST FOR A DISTANCE OF 132.73 FEET,  
NORTH 73°31'11" WEST FOR A DISTANCE OF 107.14 FEET,  
NORTH 84°32'58" WEST FOR A DISTANCE OF 56.87 FEET ,  
NORTH 73°44'04" WEST FOR A DISTANCE OF 77.47 FEET,  
SOUTH 89°26'35" WEST FOR A DISTANCE OF 89.18 FEET TO POINT ON  
THE EASTERLY BANK OF THE WILLAMETTE RIVER AT ORDINARY LOW  
WATER;

THENCE, ALONG THE EASTERLY BANK OF SAID WILLAMETTE RIVER AT  
ORDINARY LOW WATER, THE FOLLOWING COURSES AND DISTANCES,  
SOUTH 15°14'52" WEST FOR A DISTANCE OF 61.17 FEET,  
SOUTH 09°25'35" EAST FOR A DISTANCE OF 81.45 FEET,  
SOUTH 41°38'19" EAST FOR A DISTANCE OF 241.44 FEET TO THE  
APPROXIMATE BEGINNING OF THAT PORTION OF THE NORTHEASTERLY  
BANK KNOWN AS MELDRUM'S BAR PUBLIC BOATWAY ACCESS CHANNEL,  
AT ORDINARY LOW WATER;

THENCE, ALONG THE NORTHEASTERLY BANK OF MELDRUM'S BANK  
PUBLIC BOATWAY ACCESS CHANNEL AT ORDINARY LOW WATER, THE  
FOLLOW COURSES AND DISTANCES,

SOUTH 45°40'44" EAST FOR A DISTANCE OF 89.19 FEET,  
SOUTH 24°57'57" EAST FOR A DISTANCE OF 118.54 FEET,  
SOUTH 36°50'29" EAST FOR A DISTANCE OF 142.92 FEET,  
SOUTH 79°11'10" EAST FOR A DISTANCE OF 55.29 FEET,  
SOUTH 35°30'55" EAST FOR A DISTANCE OF 84.31 FEET,  
SOUTH 02°28'40" EAST FOR A DISTANCE OF 98.51 FEET,  
SOUTH 36°06'16" EAST FOR A DISTANCE OF 375.04 FEET,

THENCE, DEPARTING SAID NORTHEASTERLY BANK OF MELDRUM'S BANK  
PUBLIC BOATWAY ACCESS CHANNEL AND ALONG THE FOLLOWING  
COURSES AND DISTANCES,

NORTH 54°00'05" EAST FOR A DISTANCE OF 250.71 FEET,  
SOUTH 85°36'22" EAST FOR A DISTANCE OF 162.08 FEET,  
SOUTH 66°00'51" EAST FOR A DISTANCE OF 159.66 FEET,  
NORTH 73°39'32" EAST FOR A DISTANCE OF 295.47 FEET,  
NORTH 60°17'53" EAST FOR A DISTANCE OF 151.38 FEET,  
NORTH 79°07'45" EAST FOR A DISTANCE OF 166.42 FEET,



STATEWIDE LAND SURVEYING INC.

SOUTH 24°57'05" EAST FOR A DISTANCE OF 43.59 FEET TO THE SOUTHERLY LINE OF LAND DESCRIBED IN WARRANTY DEED 74-6136 TO STATE OF OREGON, AS RECORD IN CLACKAMAS COUNTY ON MARCH 14, 1974;

THENCE ALONG SOUTHERLY LINE OF SAID WARRANTY DEED 74-6136, NORTH 65°02'55" EAST FOR AS DISTANCE OF 300.54 FEET TO THE SOUTHWESTERLY CORNER OF LANDS FOUND IN DEDICATION AGREEMENT FOR REAL PROPERTY 2007-092290 TO THE CITY OF GLADSTONE, OREGON AS RECORDED IN CLACKAMAS COUNTY ON OCTOBER 26 2007, ALSO THE SOUTHWESTERLY CORNER OF TRACT B PLAT OF RINEARSON CREEK AS RECORD IN PLAT BOOK 136 AT PAGE 25 (PLAT NO. 4163), RECORDS OF CLACKAMAS COUNTY;

THENCE, ALONG THE SOUTHERLY LINE OF LINE OF TRACT B OF SAID PLAT OF RINEARSON CREEK, NORTH 63°44'30' EAST FOR A DISTANCE 199.94 TO A POINT 10 FOOT OFFSET FROM THE EASTERLY LINE OF SAID TRACT B;

THENCE, NORTH 25°52'21" WEST OFFSET 10 FEET AND PARALLEL TO THE EASTERLY LINE OF TRACT B OF SAID PLAT OF RINEARSON CREEK FOR A DISTANCE OF 305.37 FEET TO A POINT ON THE SOUTHERLY LINE OF LOT 11 OF SAID PLAT OF RINEARSON CREEK;

THENCE ALONG THE SOUTHERLY LINE OF LOT 11, 10 AND 9 OF SAID PLAT OF RINEARSON CREEK;

NORTH 86°24'20" WEST FOR A DISTANCE OF 58.82 FEET,  
NORTH 66°44'30" WEST FOR A DISTANCE OF 44.13 FEET,  
SOUTH 86°24'24" WEST FOR A DISTANCE OF 58.33 FEET TO THE SOUTHWESTERLY CORNER OF LOT 9 OF SAID PLAT OF RINEARSON CREEK;

THENCE, DEPARTING SAID PLAT OF RINEARSON CREEK SOUTH 63°55'33" WEST FOR A DISTANCE OF 10 FEET AND OFFSET FROM SAID PLAT OF RINEARSON CREEK;

THENCE, RUNNING 10 FOOT OFFSET AND PARALLEL TO THE WESTERLY LINE OF LOT 9, 8, 7, 6, 5, 4 OF SAID PLAT OF RINEARSON CREEK NORTH 26°04'27" WEST FOR A DISTANCE OF 220.49 FEET TO A POINT 10 FOOT OFFSET FROM THE SOUTHERLY LINE OF THE LAND OF NANCY JO TOWLE AND CARL E. POSTON AS RECORDED BY STATUTORY BARGAIN AND SALE DEED DOCUMENT NUMBER 2010-047066 RECORDS OF CLACKAMAS COUNTY;



STATEWIDE LAND SURVEYING INC.

THENCE, RUNNING 10 FOOT OFFSET AND PARALLEL TO SAID DEED SOUTH 64°20'07" WEST FOR A DISTANCE OF 130.10 FEET;

THENCE, CONTINUING AT 10 FOOT OFFSET AND PARALLEL TO SAID DEED NORTH 26°07'36" WEST FOR A DISTANCE OF 124.88 FEET TO POINT ON SAID DIVISION LINE AND THE POINT OF BEGINNING OF THIS BOUNDARY DESCRIPTION, SAID DESCRIPTION ENCLOSES 33.156 ACRES, MORE OR LESS.

SUBJECT TO EASEMENTS AND ENCUMBRANCES OF RECORD, IF ANY.



*Alice C. Bryant*  
Surveyor  
001768  
001768  
001768

**Attachment “B”**

**[Letter from RRPOA Re Reversionary Right Follows]**

July 19, 2016

Mr. Robert Proutt  
Rinearson Natural Area, LLC  
c/o Falling Springs, LLC  
6243 River Road, Suite 7  
Richmond, Virginia 23229

Re: Rinearson Natural Area Restoration Project – Reversionary Right Not Triggered

Bobby:

The Robinwood Riviere Property Owners' Association (POA) conveyed property to the City of Gladstone (the City) by a Property Transfer Agreement of May 1, 1997, and a Bargain and Sale Deed of September 1, 1999. Both documents are enclosed.

Section 4 of the Agreement provides:

**"4. Use of Mitigation Parcel.** Article II, Section 1.C of the Association's Declaration of Conditions and Restrictions (the "Restrictions") allows the Association to transfer the Mitigation Parcel only if said parcel is used for purposes of open space or recreational. The parties agree that the Mitigation Parcel will be used in perpetuity only for the construction of a dam and related improvements (which shall not deviate in any material respect from the improvements shown on the diagram attached as Exhibit A) and the maintenance of the resulting wetland area and if not so used and maintained, the Mitigation Parcel shall revert to the Association. The Association believes that the construction of a dam and the creation and maintenance of a wetland area constitutes "open space" as allowed by Article II, Section 1.C of the Restrictions, and agrees that, so long as the Mitigation Parcel continues to be used for such purposes, the Association will not make any claim to enforce or exercise its reverter right under the Declaration. Thomason shall, during the course of construction of the dam and related improvements, (i) provide periodic written progress reports to the President of the Association, and (ii) consult with the President of the Association prior to making any material changes to the improvements shown on Exhibit A."

The Deed provides:

"This conveyance is made upon the express condition that Grantee and its successors shall only use the Property for the construction and operation of a dam and related improvements. If the foregoing covenant is violated, the Grantor or its assigns may re-enter and terminate the estate hereby conveyed."

The POA and the City contracted with Rinearson Natural Area, LLC, to develop the Rinearson Natural Area Restoration Project on the property conveyed to the City, as well as other property owned by the

City, the POA and individual land owners situated on lower Rinearson Creek in Clackamas County. This project is an aquatic, wetland, floodplain and riparian restoration and enhancement project being developed in coordination with the Portland Harbor Natural Resource Trustee Council (Trustee Council) as part of a regional restoration plan for the lower Willamette River to mitigate for environmental damages incurred as a result of contamination of the Portland Harbor.

As part of the project approval process, you have explained that the Trustee Council wishes the assurance of the POA that the restoration project does not violate the conditions cited above in the Agreement and the Deed. We have reviewed the draft "95% Design Submittal" plan dated April 11, 2016, for the project as prepared by Waterways Consulting Inc. which proposes alterations and modifications of the existing dam and related improvements. We confirm that alterations and modifications of the existing dam and related improvements constructed in accordance with the April 11, 2016, draft plan satisfy, or conversely do not violate, the conditions cited above in the Agreement and the Deed in that the property will continue to be used for open space and recreational in accordance with the POA's Declaration of Conditions and Restrictions. Therefore, our POA's reversionary right will not be triggered by the project.

If you need anything further from the POA regarding this issue, please let me know.

Sincerely,



William J. Dugan  
President  
Robinwood Riviere Property Owners' Association

Enclosures:

Property Transfer Agreement, May 1, 1997  
Bargain and Sale Deed, September 1, 1999

10P  
50  
20ns

AFTER RECORDING RETURN TO:

John H. Hammond, Jr.  
Hutchison, Hammond, Welsh, Horndon & Goss  
P.O. Box 648  
West Linn, OR 97068

UNTIL A CHANGE IS REQUESTED,  
SEND ALL TAX STATEMENTS TO:

City of Gladstone  
525 Portland Avenue  
Gladstone, OR 97027

**BARGAIN & SALE DEED**

ROBINWOOD RIVIERE PROPERTY OWNERS ASSOCIATION, Grantor, conveys to the CITY OF GLADSTONE, an Oregon municipal corporation Grantee, that certain real property located in Clackamas County, Oregon, and more particularly described on Exhibit A attached hereto.

This conveyance is made upon the express condition that Grantee and its successors shall only use the Property for the construction and operation of a dam and related improvements. If the foregoing covenant is violated, the Grantor or its assigns may re-enter and terminate the estate hereby conveyed.

The true consideration for this conveyance is good and valuable consideration other than money.

The purpose of this Deed is to effect the Lot Line Adjustment approved by the Clackamas County Department of Transportation and Development on April 23, 1999, File No. 20307-99-PLA.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

DATED this 1 day of <sup>SEPT</sup> ~~May~~ 1999.

GRANTOR:

ROBINWOOD RIVIERE PROPERTY OWNERS ASSOCIATION

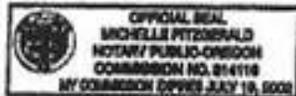
By [Signature]  
Its PRESIDENT

STATE OF OREGON )  
County of Clackamas ) ss.

99-088195

The foregoing instrument was acknowledged before me on <sup>SEPT</sup> ~~May~~ 1, 1999, by GARY ROSS SMITH as PRESIDENT of the Robinwood Riviere Property Owners Association.

[Signature]  
Notary Public for Oregon  
My commission expires 7-19-2002



7125-1017402-001

0611 11990



EXHIBIT A

**WESTLAKE**  
CONSULTANTS INC.

ENGINEERING ♦ SURVEYING ♦ PLANNING

Phone: 503 684-0652  
Fax: 503 624-0157

Meldrum Dam  
Project No.: 1052-01A-97  
October 6, 1997

**PROPERTY DESCRIPTION**

A tract of land located in the S.W. 1/4 of Section 19, T. 2 S., R. 2 E., W. M., Clackamas County, Oregon, being more particularly described as follows:

Commencing at a point on the Division Line P.M. Rineason D.L.C., said point being the most southerly angle point of Lot 40, Robinwood Riviere Subdivision, (Plat Book 62, Page 30), Clackamas County Records;

thence, along the southerly line of said Lot 40, North 70°11'56" West, 185.00 feet to an angle point;

thence, continuing along the southerly line of said Lot 40, North 84°15'56" West, 280.00 feet to an angle point, and the True Point of Beginning;

thence, leaving the southerly line of said Lot 40, North 37°55'41" West, 70.00 feet;

thence North 67°55'41" West, 25.00 feet;

thence South 53°04'19" West, 95.00 feet;

thence South 23°25'35" West, 29.76 feet to a point on the southerly line of said Lot 40;

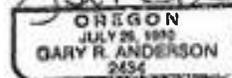
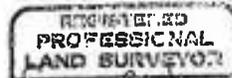
thence, continuing southeasterly along the southerly line of said Lot 40, South 74°43'26" East, 90.00 feet to an angle point;

thence, continuing along the southerly line of said Lot 40, North 57°04'19" East, 80.00 feet to the True Point of Beginning.

Containing 0.22 acres, more or less.

DAB: 10/6/97

h:\admin\105201\survey\pd105201.doc /jk



Handwritten signature and date: *Handwritten* 2/3/97

|| Pacific Corporate Center, 15115 S.W. Sequoia Parkway, Suite 150, Tigard, Oregon 97224

AFFIDAVIT

We, the undersigned President and Secretary of Robinwood Riviere Property Owners' Association, hereby certify that the attached original of an Instrument Allowing Dedication or Transfer of Common Area contains the signatures required under Article II, Section 1.C. of our Declaration of Conditions and Restrictions in order to transfer a portion of the Association's common areas. The attached Instrument was prepared and signed in 1997; however, we do not know the exact date or dates on which the individuals signed the document.

Dated: August 11, 1999.

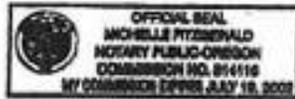
*Greg Smith*  
Greg Smith, President

*Jami Sue Debord*  
Tami Debord, Secretary

STATE OF OREGON     )  
                                  ) ss.  
County of Multnomah    )

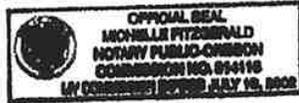
On this 13<sup>th</sup> day of August, 1999, personally appeared before me the within named GREG SMITH, known to me to be the identical individual described in and who executed the within instrument, and acknowledged to me that he executed the same freely and voluntarily.

*Michelle Fitzgerald*  
Notary Public for Oregon



STATE OF OREGON       )  
  ) ss.  
County of Multnomah    )

On this 13<sup>th</sup> day of August, 1999, personally appeared before me the within named TAMI DEBORD, known to me to be the identical individual described in and who executed the within instrument, and acknowledged to me that she executed the same freely and voluntarily.



*Michelle Fitzgerald*  
Notary Public for Oregon

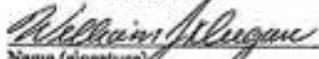
Page 2 - AFFIDAVIT

**INSTRUMENT ALLOWING DEDICATION OR  
TRANSFER OF COMMON AREA**

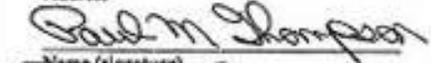
Robinwood Riviere Property Owners Association proposes to transfer certain real property which is a common area owned by the Association to the City of Gladstone (the Proposed Transfer). The parcel to be transferred and all of the common area to be effected is generally described and shown in Exhibit 1 attached hereto. The area will be used as open space for wetlands.

Article II, Section 1.C. of the Declaration of Conditions and Restrictions for the Association provides that no dedication or transfer of common area shall be effective unless an instrument signed by two-thirds (2/3) of each class of members agreeing to such dedication or transfer has been recorded.

This instrument, signed by the following members of Robinwood Riviere Property Owners Association constitutes the instrument required by Article II, Section 1.C. of the Declaration of Conditions and Restrictions to authorize the Proposed Transfer.

  
Name (signature)  
WILLIAM J. DUGAN  
Name (print)  
4728 SE LA COUR  
MILWAUKIE, OR 97267  
Address

  
Name (signature)  
ROGER UNIS  
Name (print)  
4736 SE LA COUR  
MILWAUKIE, OR 97267  
Address

  
Name (signature)  
PAUL M. THOMPSON  
Name (print)  
4730 SE LA COUR  
MILWAUKIE, OR 97267  
Address

  
Name (signature)  
Charles F. Clark  
Name (print)  
4744 SE LA COUR CT  
Address, Milwaukie, OR 97267

Page 1 - INSTRUMENT ALLOWING DEDICATION OR TRANSFER OF COMMON AREA

FAR0BRADBC.TRN

**INSTRUMENT ALLOWING DEDICATION OR  
TRANSFER OF COMMON AREA**

Robinwood Riviere Property Owners Association proposes to transfer certain real property which is a common area owned by the Association to the City of Gladstone (the Proposed Transfer). The parcel to be transferred and all of the common area to be effected is generally described and shown in Exhibit 1 attached hereto. The area will be used as open space for wetlands.

Article II, Section 1 C. of the Declaration of Conditions and Restrictions for the Association provides that no dedication or transfer of common area shall be effective unless an instrument signed by two-thirds (2/3) of each class of members agreeing to such dedication or transfer has been recorded.

This instrument, signed by the following members of Robinwood Riviere Property Owners Association constitutes the instrument required by Article II, Section 1.C. of the Declaration of Conditions and Restrictions to authorize the Proposed Transfer.

*William J. Dugan*  
Name (signature)  
WILLIAM J. DUGAN  
Name (print)  
4728 SE LA COUR  
MILWAUKIE, OR 97267  
Address

*Dennis S. Guffey*  
Name (signature)  
Dennis S. Guffey  
Name (print)  
4764 SE LA COUR CT  
MILWAUKIE, OR 97267  
Address

*Paul M. Thompson*  
Name (signature)  
PAUL M. THOMPSON  
Name (print)  
4732 SE LACOUR  
MILWAUKIE, OR 97267  
Address

\_\_\_\_\_  
Name (signature)  
\_\_\_\_\_  
Name (print)  
\_\_\_\_\_  
Address

Page 1 - INSTRUMENT ALLOWING DEDICATION OR TRANSFER OF COMMON AREA

PAROBREDEDIC.TRN ;



Douglas K. Chan  
Name (signature)  
DOUGLAS K. CHAN  
Name (print)  
4724 S.E. LaCour  
Milwaukee, WI 53226  
Address

John L. Strickland  
Name (signature)  
John L. Strickland  
Name (print)  
4680 S.E. LaCour  
Milwaukee, WI 53226  
Address

Laird Kuntz  
Name (signature)  
LAIRD KUNTZ  
Name (print)  
4660 LA COUR  
97267  
Address

Marshall E. Fox  
Name (signature)  
Marshall E. Fox  
Name (print)  
  
Address

Elizabeth A. Flinzer  
Name (signature)  
Elizabeth A. Flinzer  
Name (print)  
4700 SE LaCour  
97267  
Address

Deann R. Deberd  
Name (signature)  
Deann R. Deberd  
Name (print)  
4740 SE LaCour Ct  
Milwaukee, WI 53226  
Address

Victor McPherson  
Name (signature)  
VICTOR MCPHERSON  
Name (print)  
4640 SE LaCour  
Milwaukee, WI 53226  
Address

Louis F. Cannon Jr  
Name (signature)  
LOUIS F. CANNON JR  
Name (print)  
4600 KROGELACOUR Ct.  
97267  
Address

Bernadine Deuser  
Name (signature)  
BERNADINE DEUSER  
Name (print)  
4741 SE LaCour Ct  
Milwaukee, WI 53226  
Address

Shirley Holmberg  
Name (signature)  
SHIRLEY HOLMBERG  
Name (print)  
4700 SE CLARENCE  
97267  
Address

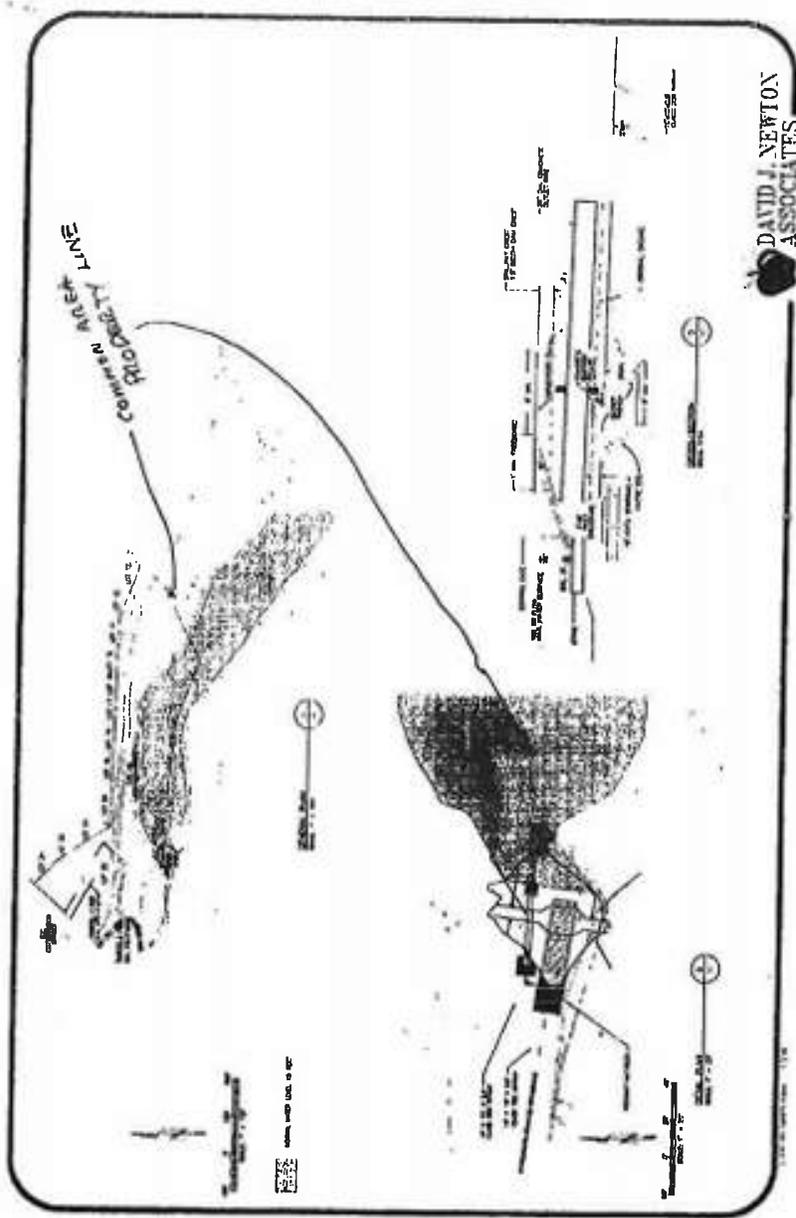
*Yvonne Carr*  
Name (signature)  
*Yvonne Carr*  
Name (print)  
*4630 La Cour*  
*Milwaukee, Wis. 53217*  
Address

\_\_\_\_\_  
Name (signature)  
\_\_\_\_\_  
Name (print)  
\_\_\_\_\_  
Address

Page 4 - INSTRUMENT ALLOWING DEDICATION OR TRANSFER OF COMMON AREA  
FAROBRADUCTION

PREPARED FOR THOMASON

EXHIBIT J



STATE OF OREGON 99-088195  
CLACKAMAS COUNTY  
Received and placed in the public  
Records of Clackamas County  
RECEIPT# AND FEE: 88682 880.00  
DATE AND TIME: 09/07/99 03:27 PM  
JOHN KAUFFMAN, COUNTY CLERK

## PROPERTY TRANSFER AGREEMENT

THIS PROPERTY TRANSFER AGREEMENT, dated for reference purposes only May 1, 1997, is by and between THOMASON AUTO GROUP, INC., an Oregon corporation (Thomason), THE ROBINWOOD RIVIERE PROPERTY OWNERS ASSOCIATION (the Association) and the CITY OF GLADSTONE, an Oregon municipal corporation (City).

### RECITALS

A. In order to accommodate certain wetlands mitigation to be performed by Thomason, Thomason has requested that the Association transfer to the City that certain parcel of real property consisting of approximately two-tenths of an acre and generally shown on the diagram attached as Exhibit A hereto (the Mitigation Parcel).

B. The Association is prepared to transfer the Mitigation Parcel to the City, and the City is prepared to accept such transfer, all on the conditions set forth in this Agreement.

NOW, THEREFORE, for valuable consideration, the parties agree as follows:

1. *Legal Description and Permits.* Upon full execution of this Agreement, Thomason shall, at its sole cost and expense, have a legal description of the Mitigation Parcel prepared by a licensed Oregon surveyor (the Survey). Thomason shall promptly deliver copies of the Survey to the Association and the City and the closing of the transaction contemplated by this Agreement is contingent upon approval of the Survey by the Association and the City, provided however, that such approval shall not be withheld so long as the Survey does not deviate in any material respect from the diagram attached as Exhibit A hereto. In addition, Thomason shall apply for all approvals and permits necessary for the transfer of the Mitigation Parcel to the City (the Permits).

2. *Preliminary Title Report.* Within ten days after full execution of this Agreement, the Association shall furnish to the City and Thomason, at Thomason's expense, a Preliminary Title Report issued by Fidelity National Title Insurance Company of Oregon (the Title Company) showing the condition of title to the Mitigation Parcel. At Closing, title to the Mitigation Parcel shall be conveyed free of encumbrances except real property taxes for the current tax year, reservations in federal patents and state deeds, easements, covenants and conditions of record, and building and use restrictions (the Permitted Exceptions).

### 3. Closing.

3.1 *Time and Place of Closing.* The Closing of the transaction provided in this Agreement shall take place within 15 days of the obtaining of the legal description and the Permits.

3.2 *Closing Documents.* The Mitigation Parcel shall be conveyed to the City at Closing by Bargain and Sale Deed. At Closing, (i) the Association shall also issue to the City and Thomason a revocable license allowing the City to flood that portion of the Association's remaining land designated as the "Water Area" on the diagram attached as Exhibit A hereto, and (ii) the City shall issue to Thomason a revocable license allowing Thomason to use the Mitigation Parcel for the purposes described in the permits.

3.3 *Title Insurance Policy.* Within 15 days after the Closing, the Association shall, if requested to do so by the City, cause the Title Company to furnish to the City, at Thomason's expense, an ALTA Owner's Policy of Title Insurance, standard form, in an amount mutually agreed upon by the parties to be the reasonable value of the Property. The title policy shall contain only the usual printed exceptions and the permitted exceptions.

4. *Use of Mitigation Parcel.* Article II, Section 1.C of the Association's Declaration of Conditions and Restrictions (the "Restrictions") allows the Association to transfer the Mitigation Parcel only if said parcel is used for purposes of open space or recreational. The parties agree that the Mitigation Parcel will be used in perpetuity only for the construction of a dam and related improvements (which shall not deviate in any material respect from the improvements shown on the diagram attached as Exhibit A) and the maintenance of the resulting wetland area and if not so used and maintained, the Mitigation Parcel shall revert to the Association. The Association believes that the construction of a dam and the creation and maintenance of a wetland area constitutes "open space" as allowed by Article II, Section 1.C of the Restrictions, and agrees that, so long as the Mitigation Parcel continues to be used for such purposes, the Association will not make any claim to enforce or exercise its reverter right under the Declaration. Thomason shall, during the course of construction of the dam and related improvements, (i) provide periodic written progress reports to the President of the Association, and (ii) consult with the President of the Association prior to making any material changes to the improvements shown on Exhibit A.

5. *Approval by Association Members.* Article II, Section 1.C of the Association's Declaration of Conditions and Restrictions provides that no transfer of its common area shall

be effective unless an instrument signed by two-thirds of each class of members agreeing to such transfer has been recorded. This Agreement shall be contingent upon the recording of such an instrument and shall be null and void if the Association is unable to obtain such an instrument. The Association shall exert its reasonable best efforts to obtain the approval described in this section as promptly as possible.

6. **Expenses.** Thomason shall pay the escrow fee (if any), the cost of recording the Deed and the cost of the title insurance policy. Thomason shall pay the reasonable attorney fees incurred by the Association in connection with Thomason's request that the Association enter into this Agreement, its preparation and its execution and performance, not to exceed \$3,000.

7. **Notice.** All notices and communications in connection with this Agreement shall be given in writing and shall be transmitted by certified or registered mail, return receipt requested, to the appropriate party at its address set forth below. Any notice so transmitted shall be deemed effective on the date it is placed in the United States mail, postage prepaid. Either party may, by written notice, designate a different address for purposes of this Agreement. The notices shall be addressed as follows:

Thomason:	Thomason Auto Group, Inc. 19495 SE McLoughlin Boulevard Gladstone, OR 97027 Attention: Roderick A. Livesay
With a copy to:	Tonkon, Torp, Galen, Marmaduke & Booth 1600 Pioneer Tower 888 SW Fifth Avenue Portland, OR 97204-2099 Attention: Jeffrey H. Keeney
Association:	The Robinwood Riviere Property Owner's Association c/o Greg Smith 4790 SE LeCour Milwaukie, OR 97267
With a copy to:	Meyer & Wyse 900 SW Fifth Avenue, Suite 1900 Portland, OR 97204 Attention: Roger L. Meyer, Esq.

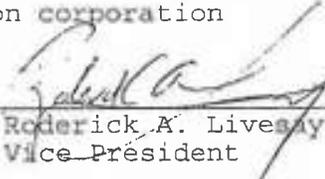
City: City of Gladstone  
525 Portland Avenue  
Gladstone, OR 97027  
Attention: Jonathan Block

8. **Binding Effect.** This Agreement shall be binding upon and shall inure to the benefit of Thomason, the Association and the City and their respective successors and assigns. This Agreement may not be amended except by a written agreement executed by all parties hereto.

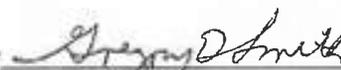
THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS, WHICH, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND WHICH LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND EXISTENCE OF FIRE PROTECTION FOR STRUCTURES.

IN WITNESS WHEREOF, the parties have executed this Property Transfer Agreement as of the date first set forth above.

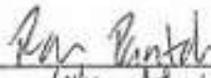
THOMASON AUTO GROUP, INC., an  
Oregon corporation

By   
Roderick A. Livesey, Executive  
Vice President

THE ROBINWOOD RIVIERE PROPERTY  
OWNERS ASSOCIATION

By   
Greg Smith, President of Board

CITY OF GLADSTONE, an Oregon  
municipal corporation

By   
Its City Admin.

7175\14\143414  
06/16/97 (1:48pm)

## RINEARSON NATURAL AREA AGREEMENT

THIS RINEARSON NATURAL AREA AGREEMENT (the "Agreement") is made and entered into as of this 21 day of Feb, 201~~5~~<sup>4</sup>, by and between RINEARSON NATURAL AREA, LLC, an Oregon limited liability company (the "Company"), and the CITY OF GLADSTONE, an Oregon municipal corporation (the "City").

### RECITALS:

A. Certain potentially responsible parties ("PRPs") are working with the United States Environmental Protection Agency and the Oregon Department of Environmental Quality to address certain environmental contamination of the Willamette River designated as the Portland Harbor Superfund Site in Portland, Oregon (the "Superfund Site").

B. The Portland Harbor Natural Resource Trustee Council (the "Trustees") was formed to conduct a natural resource damage assessment (the "NRDA") in connection with the Superfund Site. The Trustees are carrying out the NRDA and anticipate bringing claims against the PRPs for injuries to natural resources ("NRD") under the Comprehensive Environmental Response, Compensation, and Liability Act, 42 USC Section 9601, et seq. The Trustees anticipate settling certain of their NRD claims with various PRPs. Such settlements will likely involve, among other things, the payment by PRPs toward the cost of various restoration projects approved by the Trustees as mitigation for the NRD.

C. The Trustees have identified an area known as the Rinearson Natural Area ("RNA") as a restoration project potentially qualifying as mitigation for a portion of the NRD and, in turn, the settlement of a portion of its NRD claims with the PRPs. The RNA is more particularly described on Exhibit A attached hereto and incorporated herein by reference.

D. The City is the owner of the portion of the RNA shown as delineated on Exhibit A (the "City Project Area").

E. The Company is a private entity engaged in the business of, among other things, pursuing environmental restoration projects and selling the NRD mitigation value of such projects to PRPs in connection with settlement of their NRD liability (the "Business Model").

F. The Company desires to pursue the Business Model at the RNA (the "Project").

G. The City desires to have the RNA undergo certain environmental restoration, including, but not limited to, removal of the existing dam, placement of water control structures, and creation of open water areas located near the Robinwood Riviere Property Owners Association's property.

H. The parties, therefore, desire by this Agreement to establish a framework for working together for their mutual benefit to evaluate the feasibility of the Project and, if feasible, for pursuing and implementing the same.

#### AGREEMENT:

NOW, THEREFORE, in consideration of the above recitals (which are incorporated herein by this reference), the sum of \$10.00 USD cash that City has paid Company, the mutual covenants herein contained, and such other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do covenant and agree as follows:

1. Feasibility Study. The Company shall have the exclusive right to (a) evaluate and determine the feasibility of the Project, and (b) if deemed feasible by the Company, to pursue and implement the Project in accordance with the terms of this Agreement. The Company's feasibility analysis will at least include (i) obtaining, in consultation with the City, the Trustees' approval of the Project as mitigation for its NRD claims, (ii) obtaining, in consultation with the City, formal approvals and/or permissions for the Project from any and all other landowners necessary to accomplish the Project, (iii) determining the cost of design, construction,

maintenance, monitoring, and stewardship requirements for the Project, (iv) evaluating the costs associated with the Project relative to the potential revenue from the PRPs for purchasing the NRD mitigation credit, (v) obtaining, in consultation with the City, formal commitments from PRPs to purchase NRD mitigation credits generated by the Project, and (vi) obtaining all necessary legal and regulatory approvals for the Project, including construction related permits and land use approvals from City. The City shall cooperate with and support the Company's efforts in connection with and in furtherance of the Company's efforts to evaluate the feasibility of the Project as described above; provided, however, this duty of cooperation and support does not mean the City acting in its governmental capacity is contractually obligated to approve any application or permit within its regulatory jurisdiction that is necessary to complete the Project. If the Company elects to implement the Project, then the Company shall provide written notice to the City to such effect prior to the commencement of construction of any restoration work associated with the Project (the "Implementation Notice").

2. Termination.

(a) If, at any point prior to the Implementation Notice, the Company in good faith determines that the Project is not or is no longer feasible, then the Company shall have the right to terminate this Agreement by giving written notice to that effect to the City. If the Company exercises its right to terminate this Agreement as provided in this subparagraph, then this Agreement shall terminate and be of no further force or effect and, except as otherwise provided in this Agreement, no party shall have any further rights, obligations or liabilities under this Agreement.

(b) If, at any point after the Implementation Notice, the Company in good faith determines that the Project will not produce Revenues equal to or greater than the Costs (i.e., the

Project will result in a financial loss to the Company) based on a reasonably unforeseen and materially adverse increase in Costs and/or shortfall in Revenues (e.g., increases in Costs caused by hidden site conditions or acts of God such as flooding, and/or shortfalls in Revenues based on default by credit purchasers or saturation of the market for NRD mitigation credits by other mitigation projects) relative to those projected by the Company in consultation with the City prior to the Implementation Notice, then the Company shall:

(i) work with the City to establish and implement a plan for permanently stabilizing the physical condition of the City Project Area relative to the Company's construction activities therein in the most economically efficient manner so as to minimize the financial loss to the Company and permanently stabilizing the physical condition of the City Project Area in a manner that is environmentally appropriate (the "Loss Mitigation Plan"); and

(ii) after implementation of the Loss Mitigation Plan, have the right to terminate this Agreement by giving written notice to that effect to the City. If the Company exercises its right to terminate this Agreement as provided in this subparagraph, then this Agreement shall terminate and be of no further force or effect and, except as otherwise provided in this Agreement, no party shall have any further rights, obligations or liabilities under this Agreement.

3. Project Implementation. If the Company does not terminate this Agreement in accordance with Section 2, then the parties shall proceed as follows:

(a) The Company shall, notwithstanding its obligation to consult with the City hereinafter described, be solely responsible for and shall have the exclusive right to, authority for, and discretion over all aspects of the Project to include, without limitation:

(i) the design of the restoration work, the selection and management of the design firm(s) and construction firm(s) for design and construction of the restoration work, the procurement and delivery of which shall be in compliance with Oregon's Public Contracting Code (ORS Chapters 279A, B and C) as applicable;

(ii) the negotiation with adjacent landowners for inclusion of their properties (or portions thereof) and/or easements over their property as a part of the Project;

(iii) the negotiation and establishment of the restoration plan, maintenance/monitoring, and any stewardship requirement with the Trustees; and

(iv) the negotiation and sale of the NRD mitigation credit to PRPs.

The Company shall be obligated to consult with the City in connection with taking the actions set forth above in Sections (a)(i-iv). The parties agree that the Company's obligation to consult with the City under this Agreement, shall be defined as keeping the City regularly informed of its substantive activities associated with such obligation, receiving input and responding to questions from the City, and working in good faith to address such reasonable concerns as the City may have without materially and adversely impacting the Project's technical feasibility, timeline, regulatory compliance, or implementation costs.

(b) Pursuit and implementation of the Project shall be at the sole cost and expense of the Company; provided, however:

(i) the City agrees to pay upon request an amount not to exceed \$44,000 for studies required by the Trustees and water right compliance activities in connection with the Project, which is a Project Cost (as defined in Section 3(j)(i) below) and for which the City is entitled to reimbursement from Project Revenues (as defined in Section 3(j)(i) below) consistent with Section 3(j)(i); and

(ii) with the exception of the expense of the studies, water right compliance activities and a portion of the City's legal expenses as described further in Section 3(j)(i), the City shall not be entitled to seek any reimbursement or compensation for any other costs or expenses incurred by the City in connection with the Project and the City shall be limited in its compensation under this Agreement to that expressly provided herein.

(c) The City hereby grants to the Company and all employees, directors, officers, contractors, agents, representatives, and invitees thereof an exclusive, irrevocable license to access and occupy the City Project Area. Such license shall be exercised by the Company solely for the purpose of evaluating, pursuing, implementing, maintaining, and monitoring the Project consistent with this Agreement. Notwithstanding the foregoing, the Company's license shall:

(i) be subject to the right of the City and its employees, officers, contractors, agents, and representatives to enter the City Project Area at any time;

(ii) be subject to the right of the City and its employees, officers, contractors, agents, and representatives to observe and inspect the Company's activities to determine compliance with the terms of this Agreement;

(iii) be subject to the right of the City to allow third-parties (e.g. volunteer organizations, education-related groups, news media, etc.) to temporarily enter the City Project Area for the limited purpose of inspection, education, or public relations and in consultation with Company and pursuant to procedures governing such access as City and Company may mutually agree so as to ensure (1) the safety and security of all affected persons and property, and (2) avoidance of additional costs and/or delay in the implementation of the Project; and

(iv) terminate either upon termination of this Agreement, Company's default under this Agreement, or completion of the Project such that the Company's exclusive

license to access and occupy the City Project Area consistent with this Agreement is no longer required by the Company at which time the Company's rights in and to the City Project Area shall be reduced to that necessary to fulfill any remaining obligations of the Company under this Agreement or any associated agreements with third parties.

The City acknowledges responsibility for any and all liability arising out of the exceptions to the Company's license contained in Section 3(c)(i)-(iii) above (the "Exceptions") and, subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act, will hold the Company harmless from and indemnify and defend the Company for any and all liability, settlements, loss, costs, and expenses ("Loss") in connection with any action, suit, or claim resulting or allegedly resulting from the Exceptions and/or the City's, its employees', officers', contractors', agents', or representatives' acts, omissions, or activities relative thereto; provided, however, the foregoing indemnity shall not apply in the event such Loss is caused by the negligent, reckless, or willful act or omission of the Company, its employees, directors, officers, contractors, agents, or representatives. This indemnity obligation is distinct from any potential indemnity obligations of City pursuant to ORS 30.285 which City specifically disclaims in Section 22 below.

(d) The City shall at all times cooperate with and support the Company's efforts in connection with and in furtherance of this Agreement and the Company's efforts to evaluate, pursue, and implement the Project as described in this Agreement. In the interest of clarity, this duty of cooperation and support does not mean the City acting in its governmental capacity is contractually obligated to approve any application or permit within its regulatory jurisdiction that is necessary to complete the Project. By way of example, Company will need to apply to City for certain land use and construction related approvals to complete the Project. City has a legal duty to

review those applications in an objective and impartial manner according to state law and the City's relevant ordinances, notwithstanding the duty described in this subsection.

(e) The City shall, upon request by the Company, establish such easements or other land use restrictions on the City Project Area as may be required by the Trustees, such other regulatory authority having jurisdiction over the Project or elements thereof, or as may otherwise be necessary in connection with the Project, provided that:

(i) City in establishing such easements or other land use restrictions is not obligated to exercise its power of eminent domain under any circumstances;

(ii) City will not pay any money to obtain such easements or impose such restrictions; and

(iii) the City's code and other relevant regional and state laws permit such restrictions.

(f) Upon complete execution of this Agreement the Company shall diligently proceed to evaluate, pursue, and implement the Project until such time as the Project is complete and/or this Agreement is terminated.

(g) The Company shall keep the City reasonably informed of its progress and activities pursuant to this Agreement in such manner as the parties may mutually agree.

(h) All work performed by or at the direction of the Company pursuant to this Agreement shall be performed in a good and workmanlike manner and in compliance with all applicable laws and regulations.

(i) The Company shall not permit any mechanics' or materialmen's liens to be levied against the City Project Area for any labor or material furnished to the Company or to its agents or contractors; provided, however, that the Company shall not be required to pay or

otherwise satisfy any claims or discharge such liens so long as the Company, in good faith and at its own expense, contests the same or the validity thereof by appropriate proceedings and posts a bond or takes other steps acceptable to the City that stay enforcement of such lien.

(j) All funds received by the Company from the sale of NRD mitigation credits associated with the Project to PRPs (the "Revenues") shall be allocated as follows:

(i) the Company shall be entitled to use the Revenues to pay or to reimburse itself for the payment of all expenses of the Company pursuant to this Agreement and in connection with the Project (a "Cost" or the "Costs") to include, without limitation, all design costs, construction costs, permit fees, salaries, wages, taxes, insurance, maintenance/monitoring expenses, and third-party easement expenses. As referenced in Section 3(b) above, Costs also include the expense of the sediment study and a portion of the City's legal expenses. Company will use a portion of the Revenues to reimburse City for its payment of the sediment study pursuant to Section 3(b)(i). In addition, Company will use a portion of the Revenues to reimburse City for a portion of its legal expenses in the amount of \$10,000.00.

(ii) The Company shall take such actions as necessary to satisfy any stewardship fund or endowment required of the Company by the Trustees in connection with the Project. The parties acknowledge that the stewardship requirement associated with the Project (the "Stewardship Amount") may be established by the Trustees such that the funds therefor are paid by the Company from the Revenues ("Additional Costs") or paid by the PRPs directly to the Trustees (or such third party as the Trustees may identify) and may not flow through the Company as Revenues.

(iii) The Company shall be entitled to retain all of the Revenues in excess of the Costs and Additional Costs, if any, up to an amount equal to the Stewardship Amount (the "Company Revenue").

(iv) All Revenues in excess of the Costs, Additional Costs, and the Company Revenue, shall be divided equally among the parties (the "Joint Revenue").

(k) The Company shall work in good faith to maximize the benefit of the Project for both parties.

(l) The parties acknowledge that the Costs, particularly the maintenance/monitoring element of the Costs, may not be finally and conclusively known for an extended period of time after receipt of the Revenues. Accordingly, the parties agree to work in good faith to establish a reasonable estimate of the Costs at the time of completion of the construction of the restoration work so as to allow for disbursement of some or all of the Company Revenue and Joint Revenue, if any.

#### 4. Insurance.

(a) While this Agreement is effective, the Company shall at all times maintain with a reputable insurer in a form reasonably acceptable to City:

(i) comprehensive automobile liability insurance for all equipment located on the City Project Area, with a combined single limit in the minimum amount of \$2,000,000.00;

(ii) comprehensive general liability insurance covering its activities, equipment, and independent contractors on the City Project Area against claims for personal injury and property damage, with a combined single limit in the minimum amount of \$2,000,000.00 and endorsed to include contractual liability;

(iii) professional liability insurance in the amount of \$1,000,000;

(iv) workers' compensation insurance for all Company's employees who are subject to Oregon's Workers' Compensation laws, either as a carrier-insured employer as provided by ORS 656.407, or as a self-insured employer.

(b) The Company shall direct the issuing insurance company or companies to name the City and its employees, officers, contractors, agents, and representatives as a certificate holder and additional insureds under such policies, protecting them from any and all claims, losses, actions or omissions of Company or as a result of a joint concurring or contributory act, omission or negligence of Company and City arising out of or related to activities specified under this Agreement.

(c) The Company shall provide the City a certificate(s) of insurance confirming the type and amount of coverages and the related additional insured endorsement(s). The certificates must provide that the insurer will give City at least 30 days prior written notice of any material change in or cancellation of the policies. If the insurer is unwilling to provide this notice, then Company will give City at least 30 days prior written notice of any material change in or cancellation of the policies.

(d) No policy may be written on a "claims made" basis, except for the professional liability policy.

(e) Except in regards to the Exceptions as defined in Section 3(e) above Company's insurance coverage required under this Agreement is primary and non-contributory and any other insurance City carries is excess.

5. Indemnity. Company acknowledges responsibility for any and all liability arising out of its performance under this Agreement and will hold City harmless from and indemnify

and defend City for any and all liability, settlements, loss, costs, and expenses ("Loss") in connection with any action, suit, or claim resulting or allegedly resulting from Company's acts, omissions, activities or services arising out of or related to this Agreement; provided, however, the foregoing indemnity shall not apply in the event a Loss is caused by the negligent, reckless, or willful act or omission of the City, its employees, officers, contractors, agents, or representatives.

6. Security.

(a) Prior to beginning construction of the restoration work, the Company shall:

(i) Establish an escrow account (the "Loss Mitigation Plan Escrow Account") and place in such account an amount equal to \$125,000. The Loss Mitigation Plan Escrow Account shall be established with a reputable financial institution and pursuant to a customary and reasonable escrow agreement mutually agreeable to the City and the Company. Subject to the City's rights under such escrow agreement, the Loss Mitigation Plan Escrow Account may be drawn down by the Company to pay for the implementation of the Loss Mitigation Plan and, after completion of the implementation of the Loss Mitigation Plan or completion of project construction, such remaining funds in the Loss Mitigation Plan Escrow Account shall be disbursed to the Company as Revenues. Any interest accrued on the Loss Mitigation Plan Escrow Account shall be held and disbursed in the same manner as the principal amount as provided above. The intent of the Escrow Account is to ensure that funds are available to prepare and implement the Loss Mitigation Plan should such plan be required pursuant to the terms of this Agreement; and

(ii) Require its contractor to provide City with a performance bond naming City as obligee in an amount equal to 110% of the price of the construction contract to construct the restoration work as security for the completion of construction of a restored RNA in

accordance with this Agreement. In the event that the Company is not in default under the terms of this Agreement, the City will work with the Company in good faith to (i) call the contractor's bond in the event the contractor is in default, and (ii) disburse the bond proceeds to the Company for its use in engaging another contractor to complete the construction. In its contract with the contractor that will construct the restoration work, Company will include appropriate language permitting (but under no circumstances obligating) City to accept an assignment of Company's rights and obligations under the contract. The bond required hereunder shall be reduced by the City in connection with and in proportion to the performance of the work which the bond is to secure. The bond shall be released by the City at such time as the work for which it serves as security is complete in accordance with the terms of this Agreement.

(b) It is anticipated that the Company, pursuant to its agreement(s) with the Trustees and after completion of the restoration work in accordance with the terms of this Agreement, will have a short term maintenance obligation (the "Maintenance Obligation") for the restoration work for a period of time before the Stewardship Amount operates to serve as the exclusive long term source of payment for maintenance of the restoration work. The Company's obligations under this Agreement shall be fully satisfied upon the fulfillment of its Maintenance Obligation and the disbursement of all Revenues in accordance with the terms of this Agreement. The Company anticipates its Maintenance Obligation will last for at least 10 years. The Company further anticipates that, pursuant to its agreement(s) with the Trustees, it will be obligated to establish certain financial assurance for the performance of its Maintenance Obligation. If the Company is not otherwise required, pursuant to its agreement(s) with the Trustees, to establish or maintain certain financial assurance for the performance of its Maintenance Obligation, then the Company will establish an escrow account (the "Maintenance Obligation Escrow Account") and

place in such account 15 % of the Revenues from such NRD mitigation credit sales up to an amount equal to 110% of the then reasonably projected cost of the Maintenance Obligation. If insufficient Revenue exists at the time Company is obligated to establish the Maintenance Obligation Escrow Account, the Company may fund all or the balance of the Maintenance Obligation Escrow Account as each NRD mitigation credit is sold under this Agreement. Company will notify City within 10 days of a Trustee determination that Company is not required to establish or maintain a financial assurance for Company's Maintenance Obligation. The Maintenance Obligation Escrow Account shall be established with a reputable financial institution and pursuant to a customary and reasonable escrow agreement mutually agreeable to the City and the Company. The Maintenance Obligation Escrow Account will be established within 30 days of a Trustee determination that is not required to establish or maintain a financial assurance for Company's Maintenance Obligation. Subject to the City's rights under the escrow agreement, the Maintenance Obligation Escrow Account may be drawn down by the Company annually in the amount of the Costs incurred in connection with the Maintenance Obligation and, at the end of such obligation, such remaining funds in the Maintenance Obligation Escrow Account shall be disbursed to the Company as Revenues for application or distribution as provided in this Agreement. Any interest accrued on the Maintenance Obligation Escrow Account that, together with the principal amount therein, exceeds the projected cost of the Maintenance Obligation shall be disbursed to the Company as Revenues for application or distribution as provided in this Agreement. The intent of the Maintenance Obligation Escrow Account is to ensure maintenance of a restored RNA if Company becomes insolvent, otherwise defaults under this Agreement or otherwise fails to maintain the Project.

7. Default. In the event that either party fails to keep or observe any covenant, agreement or obligation to be kept or observed by such party under this Agreement and such party

does not cure same within 10 days after written notice of the same from the other party, then such party shall be deemed to be in default under the terms of this Agreement and the other party shall, in addition to any other rights provided in this Agreement, be entitled to terminate this Agreement and pursue all remedies available at law or in equity; provided, however, that if such default cannot be cured with 10 days, such cure period shall be extended for such reasonable period as may be necessary assuming the defaulting party commences to cure the default within the 10 day period and continuously uses all commercially reasonable efforts to complete the cure.

8. Notice. Any notices required or permitted to be given hereunder shall be deemed given when personally delivered, deposited with a nationally recognized courier for overnight delivery, or deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the Company or the City, as the case may be, as follows:

If to the Company:

Rinearson Natural Area, LLC  
Attn: John Runyon  
222 NW Davis St., Suite 317  
Portland, OR 97209

and

Ronald J. Boyd  
5209 Center Street  
Williamsburg, VA 23188

With a copy to (which alone shall not constitute notice):

Todd Cleek  
Cleek Law Office, LLC  
2173 NE Broadway  
Portland, OR 97232

and

Timothy O. Trant II

Kaufman & Canoles, P.C.  
4801 Courthouse Street, Suite 300  
Williamsburg, VA 23188

If to the City:

Pete Boyce (or then current Gladstone City Administrator)  
City Administrator  
525 Portland Avenue  
Gladstone, OR 97027

With a copy to (which alone shall not constitute notice):

David Doughman (or then current Gladstone City Attorney)  
Beery Elsner & Hammond  
1750 SW Harbor Way, #380  
Portland, OR 97201

Any party to this Agreement may change its address for notice purposes by giving notice thereof to the other parties hereto, except that such change of address notice shall not be deemed to have been given until actually received by the addressee thereof.

9. Governing Law. This Agreement shall be construed under the laws of the United States of America and the State of Oregon, without respect to conflict of laws principles. Venue and jurisdiction shall be proper only in Clackamas County Circuit Court and, if a suit or action must be brought in federal court, U.S. District Court for the District of Oregon located in Portland, Oregon. The parties hereby irrevocably submit to the jurisdiction of those courts. Any provision of this Agreement that is prohibited by, or unlawful or unenforceable under applicable law shall be ineffective only to the extent of such prohibition without invalidating the remaining provisions of this Agreement.

10. Records. Company shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least 2 years after Company's M&M Obligation has

ceased and all other pending matters are closed. City (or any of its authorized representatives) may at any reasonable time audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

11. Terms Required Under Oregon Law.

(a) Any person Company employs under this Agreement, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC§201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week.

(b) Company will make payment promptly, as due, to all persons supplying to the Company labor or material for the prosecution of the work provided for in this Agreement.

(c) Company will pay all contributions or amounts due the Industrial Accident Fund incurred in the performance of this Agreement, and will ensure that all subcontractors pay those amounts due from the subcontractors.

(d) Company will pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

(e) Company will make payment of all legally required sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Company's employee(s), all sums which Company agrees to pay for such services and all monies and sums which Company collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service.

12. Force Majeure. Notwithstanding any other provision hereof, in the event that either party shall be delayed or hindered in or prevented from the performance of any covenant,

agreement, work, service, or other act required under this Agreement to be performed by such party, and such delay or hindrance is due to causes entirely beyond its control such as riots, insurrections, martial law, civil commotion, war, fire, flood, earthquake, or other casualty or acts of God, the performance of such covenant, agreement, work, service, or other act shall be excused for the period of delay.

13. Binding Effect. This Agreement shall extend to and bind the heirs, personal representatives, successors, and assigns of the parties.

14. Counterparts. This Agreement may be executed in multiple facsimile counterparts, each of which shall constitute an original and all of which shall constitute the same Agreement.

15. Final Agreement. This Agreement represents the parties' full and complete understanding as to the subject matter hereof and there are no other agreements, either written or oral, in this regard.

16. Authority. The parties and the persons signing on behalf of such parties, in each such person's individual capacity, represent and warrant to one another that each party has full power and authority to enter into this Agreement and that each has taken all necessary actions and/or obtained all necessary approvals in connection with same.

17. Non-Waiver. Any failure of either party hereto to insist upon strict observance of any covenant, provision or condition of this Agreement in any one or more instances shall not constitute or be construed to be a waiver at that time or thereafter, of such or any other covenant, provision or condition of this Agreement.

18. Amendment. This Agreement cannot be modified except by a written document executed by both parties in the same manner as this Agreement is executed.

19. Exhibits. The parties incorporate all exhibits identified in this Agreement as if the exhibits were fully and distinctly set out within this document.

20. Headings. The headings, captions and numbers in this Agreement are solely for convenience and shall not be considered in construing or interpreting any provision in this Agreement.

21. Further Assurances. Each party agrees to execute and furnish to the other upon request and without delay such other and further documents as may be reasonably necessary to effect the terms and provisions of this Agreement.

22. No Agency. Nothing in this Agreement shall be deemed or construed by any party or by any third party to create the relationship of principal and agent or of limited or general partners or of joint venturers or of any other association between the parties. To that end, Company is an independent contractor for all purposes and is entitled to no compensation other than the compensation expressly provided by this Agreement. As an independent contractor, Company acknowledges it is not entitled to indemnification by the City or the provision of a defense by the City pursuant to ORS 30.285. This acknowledgment by Company will not affect its independent ability (or the ability of his/her insurer) to assert the monetary limitations, the immunities or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS30.300).

23. Assignment. This Agreement may not be assigned by either party without the written consent of the other, which consent shall not be unreasonably withheld, conditioned, or delayed. Notwithstanding the foregoing, this Agreement may be assigned to an entity owned by, controlled by, or under common control with the Company or the members thereof with notice to City.

24. No Third Party Beneficiaries. This Agreement and the rights and obligations of the parties hereunder, are not intended, nor shall they be construed as creating any rights in or for the benefit of any governmental body, person, entity, or organization other than those expressly provided for herein, whether as a third party beneficiary or otherwise.

**IN WITNESS WHEREOF**, the parties have executed this Rinearson Natural Area Agreement as set forth below:

[Signatures located on following pages]

[Signature Page to Rinearson Natural Area Agreement]

COMPANY:

RINEARSON NATURAL AREA, LLC

By:  (SEAL)  
Name: John Ruyton  
Title: Principal  
Date: 1-21-2014

CITY:

CITY OF GLADSTONE, OREGON

By:  (SEAL)  
Name: Peter J. Joyce  
Title: City Administrator  
Date: 1-21-14

**EXHIBIT A**

**[INSERT EXHIBIT CLEARLY DEFINING THE RINEARSON NATURAL AREA  
PROJECT LIMITS. THE EXHIBIT SHOULD CLEARLY DELINEATE AND LABEL  
THE PROPERTY OWNED BY THE CITY OF GLADSTONE AND THE ADJACENT  
HOMEOWNERS ASSOCIATION]**

# Exhibit A: Rinearson Natural Area Parcel Map

Clackamas County, Oregon

## Parcel Boundaries

Privately Owned    City of Gladstone    Water



Date: 12/2/2013

TAXLOT ID	PARCEL NUMBER	TAX PAYER	MAILING ADDRESS	ACREAGE
102	00520363	SAFTENCU CORNELLY	1970 SE COTTONWOOD ST MILWAUKEE OR 97267	0.05
143	00560025	ROBINHOOD RIVER PROP ASSN	NO MAILING ADDRESS AVAILABLE	3.07
101	00520304	CITY OF GLADSTONE	525 PORTLAND AVE GLADSTONE OR 97027	4.30
113	00116648	CITY OF GLADSTONE	525 PORTLAND AVE GLADSTONE OR 97027	1.25
191	00000135	CITY OF GLADSTONE	525 PORTLAND AVE GLADSTONE OR 97027	0.08
200	00516256	CITY OF GLADSTONE	525 PORTLAND AVE GLADSTONE OR 97027	0.22
290	00516265	CITY OF GLADSTONE	525 PORTLAND AVE GLADSTONE OR 97027	26.53
300	00516274	CITY OF GLADSTONE	525 PORTLAND AVE GLADSTONE OR 97027	1.34
302	00516284	CITY OF GLADSTONE	525 PORTLAND AVE GLADSTONE OR 97027	5.39
WATER				0.53
WATER				0.48



Scale: 1 inch = 250 feet  
 Data Source: Clackamas County, 2013  
 All parcel boundaries are based on the 2013 parcel map.

# City of Gladstone Staff Report

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Report Date: January 2, 2019  
Meeting Date: January 8, 2019  
To: Gladstone City Council  
From: Jacque M. Betz, City Administrator

## AGENDA ITEM

Approve an updated Oak Lodge Water District (OLWDS) Service Agreement and ordinance 1494- amendments to Gladstone Municipal Code (GMC) Chapter 13.12.040- connection fees

## Proposal

City Attorney Ashley Driscoll prepared a memo regarding updates to the intergovernmental agreement between the City of Gladstone and the OLWDS and the proposed amendments to the GMC Chapter 13.12.040- Connection Fees.

There are two actions required;

- a. Consider approving a Sanitary Sewer agreement between the City of Gladstone and OLWSD.
- b. Consider approving Ordinance 1494- amending Chapter 13.12.040 of the GMC- Connection fees.

## Cost Impact

There is no cost impact to approving both items.

## Recommended Staff Action

Staff recommends the City Council

- a. Approves the Sanitary Sewer agreement between the City of Gladstone and OLWSD.
- b. Approves Ordinance 1494- amending Chapter 13.12.040 of the GMC- Connection fees.

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Department Head  
Signature

Date

---

City Administrator  
Signature

Date

## MEMORANDUM

TO: Gladstone City Council

FROM: Ashley O. Driscoll *AO*

SUBJECT: Updated Oak Lodge IGA and Amendments to GMC subchapter 13.12

DATE: December 27, 2018

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### **Intergovernmental Agreement with Oak Lodge**

The City and Oak Lodge each own and operate a sanitary sewer collection system within their respective territorial jurisdictions. Portions of the City's sanitary sewer collection system (the "Gladstone System") and Oak Lodge's sanitary sewer collection system (the "Oak Lodge System") are interconnected. Sanitary waste from both the Gladstone System and the Oak Lodge System flows to Oak Lodge's wastewater treatment plant, where Oak Lodge treats the waste.

In 1971, the City and a predecessor to the Oak Lodge Water Service District ("OLWSD") executed an Interim Agreement to address how Oak Lodge would impose its monthly service charges and hook-up fee. Recently it has become apparent that the parties need to memorialize the manner in which they will implement the Interim Agreement and to establish the methodology by which they will determine the charges required by the Interim Agreement.

The City and Oak Lodge also recognize the need to draft a global intergovernmental agreement regarding the general ownership and management of the Gladstone System and Oak Lodge System. The parties hope to produce a permanent agreement within the next year.

### **Amendments to Gladstone Municipal Code Chapter 13.12**

GMC chapter 13.12.040 imposes on property owners within the City of Gladstone who have their sanitary waste treated by Oak Lodge a requirement to pay a hook-up/connection fee to Oak Lodge. Previously, chapter 13.12.040 required property owners to produce a paid receipt from Oak Lodge to the City disclosing payment of the hook-up/connection fee.

The proposed amendments to Chapter 13.12.040 require property owners that have their sanitary waste treated by Oak Lodge to pay the hook up/connection fee directly to the City. The City would then remit the fee to OLSWD.

Other properties in the City have their sanitary waste treated by one of two other service districts: Clackamas Service District and the Tri-City Service District. These property owners pay the connection fee required by the service district directly to the City. See GMC 13.12.040(1). The proposed amendments bring Oak Lodge in-line with the City's other providers.

Sanitary Sewer Treatment Agreement

Between

City of Gladstone

and

Oak Lodge Water Services District

This Sanitary Sewer Treatment Agreement (the “Agreement”) is made as of the date of the final signature below, by and between the City of Gladstone, an Oregon municipal corporation (“City”) and Oak Lodge Water Services District, a consolidated Oregon water district and sanitary district organize under ORS Chapters 264 and 450 (“Oak Lodge”). The City and Oak Lodge are referred to herein individually as a “Party” and collectively as the “Parties”.

RECITALS

- A. The City and Oak Lodge each own and operate a sanitary sewer collection system within their respective territorial jurisdictions.
- B. Portions of the City’s sanitary sewer collection system (the “Gladstone System”) and Oak Lodge’s sanitary sewer collection system (the “Oak Lodge System”) are interconnected.
- C. Sanitary waste from both the Gladstone System and the Oak Lodge System flow to Oak Lodge’s wastewater treatment plant where Oak Lodge treats the waste.
- D. The City, Oak Lodge Sanitary District, and Oak Lodge Sanitary District No.2 executed that certain Interim Agreement, dated September 14, 1971, attached hereto as Exhibit A (the “Interim Agreement”).
- E. Oak Lodge is the successor district to Oak Lodge Sanitary District and Oak Lodge Sanitary District No.2 with respect to the Interim Agreement.
- F. The Parties desire to memorialize the manner in which they will implement the Interim Agreement and to establish the methodology by which they will determine the charges required by the Interim Agreement until such time the Interim Agreement is amended or until such time the Parties execute a new agreement for a similar purpose.

AGREEMENT

Based on the foregoing Recitals, which are incorporated here by this reference, and the mutual covenant of the Parties herein, the Parties agree as follows:

1. Monthly Service Charge
  - a. The Parties hereby confirm that the City has not installed a metering system to measure the volume of sewage passing from the City into Oak Lodge System as contemplated in Paragraph 1 of the Interim Agreement.
  - b. Pursuant to Paragraph 1 of the Interim Agreement, the Parties have determined that the Monthly Service Charge will be the “Wastewater Collection and

Treatment” service charge established by Oak Lodge as part of its fee schedule in Resolution 18-12, attached hereto as Exhibit B.

- c. Oak Lodge will provide written notice to the City at least sixty (60) days prior to any potential increase in Oak Lodge’s Wastewater Collection and Treatment service charge applicable to any municipality that uses Oak Lodge as the service provider for sanitary wastewater treatment.

## 2. Hook-Up Fee

- a. For the purposes of this Agreement, the Parties agree that the amount of the Hook-Up Fee should be determined using the same methodology Oak Lodge uses for establishing its system development charge, which is currently based on the cost to Oak Lodge of providing the treatment service to each “equivalent dwelling unit” and which does not take into account any costs associated with conveying sanitary sewage to the wastewater treatment plant. Notwithstanding the foregoing, Oak Lodge reserves the right to modify its system development charge to include a conveyance component, will notify the City prior to any such changes, and provide an opportunity to the City to comment on such changes.
- b. The Parties agree that the specific amount of the Hook-Up Fee will be the amount identified as the “Connection Fee / Hook-up Fee” established by Oak Lodge as part of its fee schedule in Resolution 18-12, attached hereto as Exhibit B.
- c. Oak Lodge will provide written notice to the City at least sixty (60) days prior to any increase in Oak Lodge’s Connection Fee / Hook-up Fee applicable to any municipality that uses Oak Lodge as the service provider for sanitary wastewater treatment. Unless otherwise agreed to by the Parties, any such increase must be based on a similar methodology used for the current fee.

## 3. City Pass Through of Charges

- a. The Parties acknowledge that the City has, and will continue to, pass the charges established by the Interim Agreement and this Agreement through to the specific customers in the City whose use of the Gladstone System results in the charges paid to Oak Lodge.
- b. The City has the authority to impose all charges by virtue of Gladstone Municipal Code Chapter 13.12.
- c. Oak Lodge shall defend and indemnify the City against any third party claim :
  - i. related to Oak Lodge’s Wastewater Collection and Treatment service charge; and
  - ii. related to Oak Lodge’s Connection Fee / Hook-up Fee.
  - iii. Subsection (i) and (ii) include, but are not limited to, Oak Lodge’s ability or authority to charge the amounts in subsection (i) or (ii) to the City.

Notwithstanding the foregoing, the defense and indemnity required by this section shall not extend to the portion of any claim challenging the City’s authority to pass through any charges or fees to a specific customer.

4. Miscellaneous

- a. Except as set forth in the express terms of this Agreement, nothing herein shall be deemed to amend or otherwise modify the terms of the Interim Agreement.
- b. This Agreement shall be subject to the laws of the State of Oregon.
- c. This Agreement may be signed in counterparts.

5. Term.

This Agreement is effective upon execution and shall remain in effect until the parties execute a global intergovernmental agreement regarding ownership and management of the Gladstone System and the Oak Lodge System, or twelve (12) months from the effective date of this Agreement, whichever is sooner, unless the parties agree in writing to extend the Agreement.

6. Effect of Expiration

If this Agreement expires, the sole document governing the relationship between the parties regarding the matter discussed herein is the Interim Agreement.

IN WITNESS WHEREOF, the Parties having read the foregoing and intending to be legally bound hereby, have executed this Agreement as of the date this Agreement is fully executed.

CITY OF GLADSTONE

OAK LODGE WATER SERVICES  
DISTRICT

By:

By:

Print Name:

Print Name:

Print Title:

Print Title:

Date:

Date:

**ORDINANCE NO. 1494**

***AN ORDINANCE AMENDING CHAPTER 13.12.040 OF THE  
GLADSTONE MUNICIPAL CODE***

**WHEREAS**, the City and Oak Lodge Sanitary Water District (OLSWD) each own and operate a sanitary sewer collection system within their respective territorial jurisdictions; and

**WHEREAS**, portions of the City's sanitary sewer collection system (Gladstone System) and Oak Lodge's sanitary sewer collection system (Oak Lodge System) are interconnected; and

**WHEREAS**, sanitary waste from both the Gladstone System and the Oak Lodge System connect to Oak Lodge's wastewater treatment plant where Oak Lodge treats the waste; and

**WHEREAS**, chapter 13.12.040 imposes on property owners within the City of Gladstone who have their sanitary waste treated by the OLSWD a requirement to pay a hook-up/connection fee to OLSWD; and

**WHEREAS**, previously, chapter 13.12.040 required property owners to produce a paid receipt from the OLSWD to the City disclosing payment of the hook-up/connection fee; and

**WHEREAS**, the City now wishes to collect the hook up/connection fee directly from the property owners.

**NOW, THEREFORE, THE CITY OF GLADSTONE ORDAINS AS FOLLOWS:**

Section 1. The Gladstone City Council amends Section 13.12.040 of the Gladstone Municipal Code as described in Exhibit A to this ordinance, which is attached and incorporated by reference. Additions to the code are underlined and deletions are shown as ~~struck through~~.

Section 2. All remaining provisions of Chapter 13.12.040 of the Gladstone Municipal Code are reaffirmed.

Approved by the Gladstone City Council this \_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
Tamara Stempel, Mayor

\_\_\_\_\_  
Tami Bannick, City Recorder

**Ordinance No. 1494**  
**Exhibit A**

**13.12.040 CONNECTION FEE DESIGNATION**

(1) Any person, firm or corporation shall obtain a permit to the sanitary sewer system or to install a subsurface disposal system by making written application therefore to the city. Such application shall be accompanied by a connection fee required by Clackamas Service District or Tri-City Service District in an amount conforming to the connection fee at the time of application for sewer connection. The Tri-City Service District has established by Clackamas County Commission Order No. 97-310 that the sewer connection charge commencing July 1, 1997 shall be the sum of two-thousand and twenty dollars (\$2,020) for a single-family dwelling unit or its equivalent as defined in Table I of Clackamas County Commission Order No. 97-310, which is attached to the ordinance codified in this section, and incorporated in this section by reference in its entirety. The Clackamas County Service District and Tri-City Service District are service districts under jurisdiction for the Clackamas County Commission, which has sole authority to establish sewer connect fees. In the event of future revision in the connection fee by the Clackamas Service District and Tri-City Service District, applications for sewer connections submitted after the effective date of such revised sewer connection fees.

(2) Property owners in the city required to connect to the sanitary sewer system of the Oak Lodge ~~Water Service Sewer~~ District or its successors-in-interest (OLWD), including all property owners that have sanitary waste treated by OLWD its successors in interest shall ~~produce a paid receipt from said sewer district disclosing a payment of the~~ pay the connection charged by said district at the time of connection.

(3) In addition to the provisions of subsection (1) and (2) of this section, each property owner shall pay a sewer inspection fee for each connection as specified by a Master Fee Resolution.







City of Gladstone  
Staff Report

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Report Date: January 2, 2019  
Meeting Date: January 8, 2019  
To: Mayor and City Council  
From: Tami Bannick

**AGENDA ITEM:**

Appointment to the Audit Committee

**History/Background:**

The Audit Committee was formed in January 2017. The adopted Resolution states: The City of Gladstone Audit Committee will be comprised of up to six members." There are currently five Audit Committee members, Anne Tankersley, Brian Sutton, Drucilla Weiland, Mindy Garlington and Councilor Reisner. Please be advised there is one (1) vacant term on the Audit Committee, term to expire 12-31-2019.

The Audit Committee is to provide independent advice, assistance, and recommendations to the City Council in the oversight of the internal and external audit functions of the City. Terms limits are set at 2 (two) or (3) years staggered so that about half of appointments end each year.

Notice of the committee vacancy was advertised in the City newsletter and on the city's website and social media. As of this date applications to the Audit Committee have been received from:

- Kristi Haller-Shaffer
- Steve Johnson

**Proposal:**

There is one vacant term on the Audit Committee that expires December 31, 2019.

**Options:**

- 1) Appoint Audit Committee member.
- 2) Do not appoint Audit Committee members.
- 3) Continue to advertise for vacant positions.

**Cost Impact:**

No impact.



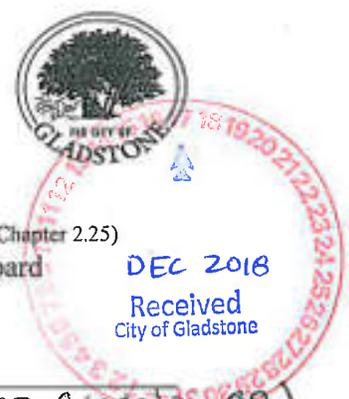
Department Head: Tami Bannick  
Date: 01/02/2019



Administration: Jacquie Betz  
Date: 01/03/2019

CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Commission
- Audit Committee
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Board

NAME: Kresh Naller Shaffer  
 ADDRESS: 18180 Stonewood Dr, Gladstone OR 97027 (Mailing address - PO Box 1003, Gladstone OR)

TELEPHONE: (HOME) 503-656-0787 (WORK/CELL) Only use for emergencies

EMAIL: khsdesigns@comcast.net

HOW LONG HAVE YOU LIVED IN GLADSTONE: Since 2003

OCCUPATION/EMPLOYER (state your specific line of business): Financial Sales Rep for a financial investment firm

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Community volunteerism, gardening, crafts & reading books.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Gladstone Food Pantry - Helper to unload Food Bank delivery, Shift leader for pantry prep & steering committee. Gladstone Library - Volunteer & was just appointed to the Library Planning Task Force

Have you ever applied for a Committee Position Before?  YES  NO

If yes, when See recent cvpt above What Committee? \_\_\_\_\_

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish). I grew up with a father who served on the Seaside city council for over 20 years & who also served on many city committees. I was raised to give back to my community & would love to serve on a city committee. I'm open & fair minded & have no agenda other than to have a positive impact on my hometown.

SIGNATURE: [Signature] DATE: 12/17/18

Today's date:: 09/27/2018 at 05:47 PM

Name: Kristi Haller-Shaffer

Occupation: Financial Sales Assistant

Home Address: 18180 Stonewood Dr/PO Box 603 Gladstone OR 97027

Incorporated: Gladstone

Employer: Foresters Financial

Position: Financial Sales Assistant

Daytime phone: 503-656-0787

Evening phone: 503-65-0787

E-mail address: [khsdesigns@comcast.net](mailto:khsdesigns@comcast.net)

What are the reasons for your interest in this task force?: I have been a library volunteer since 2012 and LOVE libraries

What are your community interests (committees, organizations, activities)?: I volunteer at the Gladstone Library, and Gladstone Food Pantry

What experience or educational background do you have which might be significant to the task force?: I have been working in the financial industry for over 35 years, and learned how city government works from my father who served on the Seaside City Council for over 20 years, as well as most boards and committees in Seaside over his lifetime.

Do you have expertise or professional experience in any of the following? (Check all that apply):

- Public library services and programs
- Needs and interests of adults/seniors
- Literature and the arts

List other community groups or boards on which you serve or have served.: Volunteer at the Gladstone Library and Gladstone Food Pantry

Referred by (if anyone)::

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CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Commission
- Audit Committee
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Board

NAME: Steve Johnson

ADDRESS: 1420 Manor Dr.

TELEPHONE: (HOME) 503-496-7042 (WORK/CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN GLADSTONE: 28 Years

OCCUPATION/EMPLOYER (state your specific line of business): Business Owner / Western Systems, Inc. IT Project Management and Consulting. Outsourced IT Management. In business for 25 years.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Travel, Photography, Cooking

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: \_\_\_\_\_

Budget Committee, Planning Commission, City Council, Library Advisory Committee,

Civic Buildings Committee, Charter Committee

Have you ever applied for a Committee Position Before?  YES  NO

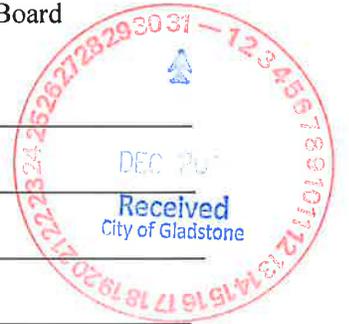
If yes, when? \_\_\_\_\_ What Committee? \_\_\_\_\_

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).

I would like to use my business and government experience to serve our city on the

Audit Committee.

SIGNATURE: [Signature] DATE: 12-31-18







City of Gladstone  
Staff Report

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Report Date: January 3, 2019  
Meeting Date: January 8, 2019  
To: Mayor and City Council  
From: Tami Bannick

**AGENDA ITEM:**

Appointment to the Budget Committee

**History/Background:**

Please be advised there are three (3) four-year terms vacant on the Budget Committee, two that expired 12-31-2018 and one term that expires 12-31-2020. One position is currently held by Mindy Garlington, term expired 12-31-2018 and the other two are vacant positions.

The Budget Committee is a requirement of Chapter 294 of Oregon Revised Statutes and consists of the City Council and an equal number of electors of the municipal corporation. Citizen members are appointed by the City Council and serve terms of three years. Terms are staggered so that about one-third of appointments end each year.

Notice of the committee vacancy was advertised in the City newsletter and on the city's website. As of this date applications to the Budget Committee have been received from:

- Mindy Garlington
- Kristi Haller-Shaffer
- Steve Johnson

**Proposal:**

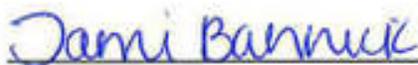
There are two terms on the Budget Committee that expired December 31, 2018 and one vacant term that expires on December 31, 2020. The Budget Committee consists of seven members of the City Council and an equal number of citizens at large.

**Options:**

- 1) Appoint Budget Committee members.
- 2) Do not appoint Budget Committee members.
- 3) Continue to advertise for vacant positions as the Budget Committee will not convene again until January 2019.

**Cost Impact:**

No impact.



Department Head: Tami Bannick  
Date: 01/03/2019



Administration: Jacquie Betz  
Date: 01/03/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Park & Recreation Board
- Planning Commission (Review GMC Chapter 2.28)
- Library Board (Review GMC Chapter 2.23)
- Traffic Safety Commission
- Senior Center Advisory Board
- Audit Committee



NAME: Mindy Jarlington

ADDRESS: 7000 Debbie Ct., 97027

TELEPHONE: (HOME) 5036553530 (WORK/CELL) 5035202000

EMAIL: mjarlington@ci.gladstone.or.us

HOW LONG HAVE YOU LIVED IN GLADSTONE: 27 years

OCCUPATION/EMPLOYER (state your specific line of business): PrintSync, Inc

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Golf, Scraping, garden, kids, grandkids

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Budget, Audit, Parks, Charter Review Committee

Have you ever applied for a Committee Position Before?  YES  NO

If yes, when? \_\_\_\_\_ What Committee? Budget, Audit, Parks, Charter

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).

I follow the Budget carefully and have for some time, I can offer insight.

SIGNATURE: M.E. Jarlington DATE: 12-1-18

CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Commission
- Audit Committee
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Board

NAME: Kristi Haller-Shaffer (Mailing address - PO Box 603, Gladstone OR)

ADDRESS: 18180 Stonewood Dr, Gladstone OR 97027

TELEPHONE: (HOME) 503-656-6787 (WORK/CELL) Only use for emergencies

EMAIL: Khsdesigns@comcast.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: Since 2003

OCCUPATION/EMPLOYER (state your specific line of business): Financial Sales Rep for a Financial Investment Rep.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Community volunteerism, gardening, crafts, & reading cook books.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Gladstone Food Pantry -

helper to unload Food Bank delivery, shift leader for pantry prep on steering committee, Gladstone Library volunteer & was just appointed to the Library Planning Task Force

Have you ever applied for a Committee Position Before?  YES  NO

If yes, when see recent apt above what Committee?

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).

I grew up with my father serving on the Seaside City Council for over 50 years who also served on many city committees. I was raised to give back to my community & would love to serve on a city committee. I'm open minded & fair. I believe I would be a clear minded member who would have a positive impact on my hometown.

SIGNATURE: [Signature] DATE: 12/17/18

**HALLER SHAFER, Kristi**

**Today's date:** 09/27/2018 at 05:47 PM

**Name:** Kristi Haller-Shaffer

**Occupation:** Financial Sales Assistant

**Home Address:** 18180 Stonewood Dr/PO Box 603 Gladstone OR 97027

**Incorporated:** Gladstone

**Employer:** Foresters Financial

**Position:** Financial Sales Assistant

**Daytime phone:** 503-656-0787

**Evening phone:** 503-65-0787

**E-mail address:** [khsdesigns@comcast.net](mailto:khsdesigns@comcast.net)

**What are the reasons for your interest in this task force?:** I have been a library volunteer since 2012 and LOVE libraries

**What are your community interests (committees, organizations, activities)?:** I volunteer at the Gladstone Library, and Gladstone Food Pantry

**What experience or educational background do you have which might be significant to the task force?:** I have been working in the financial industry for over 35 years, and learned how city government works from my father who served on the Seaside City Council for over 20 years, as well as most boards and committees in Seaside over his lifetime.

**Do you have expertise or professional experience in any of the following? (Check all that apply):**

- Public library services and programs
- Needs and interests of adults/seniors
- Literature and the arts

**List other community groups or boards on which you serve or have served.:** Volunteer at the Gladstone Library and Gladstone Food Pantry

**Referred by (if anyone)::**

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CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

X Budget Committee Park & Recreation Board
Planning Commission (Review GMC Chapter 2.28) Library Board (Review GMC Chapter 2.25)
Traffic Safety Commission Senior Center Advisory Board
Audit Committee

NAME: Steve Johnson

ADDRESS: 1420 Manor Dr.

TELEPHONE: (HOME) 503-496-7042 (WORK/CELL)

EMAIL:

HOW LONG HAVE YOU LIVED IN GLADSTONE: 28 Years

OCCUPATION/EMPLOYER (state your specific line of business): Business Owner / Western Systems, Inc. IT Project Management and Consulting. Outsourced IT Management. In business for 25 years.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Travel, Photography, Cooking

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:

Budget Committee, Planning Commission, City Council, Library Advisory Committee, Civic Buildings Committee, Charter Committee

Have you ever applied for a Committee Position Before? X YES NO

If yes, when? What Committee?

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).

I would like to use my business and government experience to serve our city on the Budget Committee.

SIGNATURE: [Handwritten Signature] DATE: 12-31-18









## City of Gladstone Staff Report

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Report Date: January 3, 2019  
Meeting Date: January 8, 2019  
To: City Council  
From: Tami Bannick

### AGENDA ITEM:

Appointment to the Library Advisory Board

### History/Background:

Please be advised there is one vacant term on the Library Advisory Board that expires 12-31-19. At the December 11, 2018 Council meeting staff indicated the total number of Library Advisory Board members should be seven, rather than five. One position remains vacant.

Notice of committee appointments was advertised in the City's newsletter and on the city's website and social media. As of this date applications to the Library Advisory Board have been received from:

- Dr. Bryce Colson

### Proposal:

There is one vacant term on the Library Advisory Board that expires December 31, 2019. The Library Advisory Board consists of seven (7) members who are not officers or employees of the City and are appointed by the City Council to four (4) year terms. Members are eligible for re-appointment to a second four year consecutive term.

### Options:

- 1) Appoint applicant to the Library Advisory Board for a term to expire 12-31-2019.
- 2) Do not appoint Library Advisory Board member.
- 3) Continue to advertise for vacant position.

Cost Impact: No impact.



Department Head: Tami Bannick  
Date: 01/03/2019



Administration: Jacquie Betz  
Date: 01/03/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Park & Recreation Board
<input type="checkbox"/> Planning Commission (Review GMC Chapter 2.28)	<input checked="" type="checkbox"/> Library Board (Review GMC Chapter 2.25)
<input type="checkbox"/> Traffic Safety Commission	<input type="checkbox"/> Senior Center Advisory Board
<input type="checkbox"/> Audit Committee	

RECEIVED

NAME: Dr. Bryce Colson JAN 02 2019

ADDRESS: 680 E Darthmouth St CITY OF GLADSTONE

TELEPHONE: (HOME) 971.678.3790 (WORK/CELL) \_\_\_\_\_

EMAIL: drbrycecolson@boundtohappen.health

HOW LONG HAVE YOU LIVED IN GLADSTONE: 2.5 years

OCCUPATION/EMPLOYER (state your specific line of business): Alternative Medicine Practioner, Musician, Community Volunteer.

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: I enjoy creating things and playing an active role in my community. Some of my activities include: music, woodworking, making essential oils and hydrosols, the sciences, educating our youth, interacting with my neighbors, community projects, and much more. I try to live life to the fullest and encourage others to do so.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Community Festival Event Manager, Rotary Club member, after-school program leader, music teacher, playing piano at High Rocks Lounge two nights per week, free painting sessions for kids at local events, frequently participating in local philanthropic events.

Have you ever applied for a Committee Position Before?  YES  NO

If yes, when? December, 2018 What Committee? Parks and Recreation

Why would you like to serve on this Commission, Board or Committee?

(Attach additional materials or information if you wish).  
I love my community and being involved therein. Please see the attached page for more.

SIGNATURE:  DATE: 1.2.2019

To My Fellow Citizens,

I would like to be on the Library Board because my love for my community runs deep and want to see it be the best city it can be. I'm already very involved in community work, all volunteering, and would like to have a more integral role in our Town.

Education is crucially important to a well-functioning society and my passion for making that happen is already demonstrated through my current work with the schools. The Library is a place where people can come to learn more about the glory of the world around them, expand their knowledge, and become more well-rounded people. Currently, I volunteer at John Wetten Elementary teaching advanced math once a week, run an after-school science class (STEAM), and have a lunch buddy; I am also starting a Music Club at Kraxberger Middle School in mid-January. The primary goal of my work at the schools is to create better citizens of tomorrow; to get students engaged in mentally-stimulating and productive activities that nurture creativity. At the Gladstone Community Festival and the Arbor Day Festival in the Nature Park, I set up a booth where kids can come and paint for free; it was a massive success at last year's festival, and that action is what got me started in community work. I am now on the Community Festival Planning Committee where I have been working diligently to increase citizen and local business involvement for the upcoming festival and will be the event manager for the 2019 festival. As a member of the Gladstone Rotary Club, I frequently participate in road cleanups, charity events, and other community events; I am also in charge of delivering some form of inspiration every week, which has led to an upcoming project by the Rotary Club still in the works, but we already have a starting fund and fellow member initiative to create something great for our community.

I love being a part of my community and the Library Board is somewhere I know I can make an impact for the betterment of all our citizens. Already, I have been asked to consult with the Library Board and new Civic Center committees concerning the art installations in the new buildings. I have nothing personal to gain other than getting to live in a beautiful city with engaged citizens where people are proud to be living.

Thank you for your time and consideration.

Sincerely,  
Dr. Bryce Colson







## City of Gladstone Staff Report

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Report Date: January 3, 2019  
Meeting Date: January 8, 2019  
To: City Council  
From: Tami Bannick

### AGENDA ITEM:

Appointment to the Planning Commission

### History/Background:

Please be advised there is one (1) term on the Planning Commission that expired 12-31-18. The position is currently held by Les Poole.

Currently, Section 2.28.020 of the GMC requires the seven members of the Planning Commission be residents of the city and appointed by the City Council on the basis of their qualifications to serve in such capacity.

Currently, Section 2.40.020 of the GMC, "*Membership - Qualifications*", states:

*"No more than two (2) voting members of the Commission may engage principally in the buying, selling or developing of real estate for profit as individual, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit."*

At the December 11, 2018 City Council requested the application process remain open until January 2, 2019. Since that time Michael Milch has withdrawn his application.

Current Planning Commission members:

Les Poole was appointed in October 2014 and re-appointed in 2015, has lived in Gladstone for 2 years and is self employed: Sales Mgr, "Points for Profit" Land use specialist.

Malachi deAElfweald, has lived in Gladstone for 5 years and is a self-employed software engineer. He has served on the Library Advisory Committee and was appointed in January 2015 and re-appointed in December 2016.

Natalie Smith, has lived in Gladstone for 15 years. She is employed as an Administrator/Officer Manager. Natalie has served on the Library Board, 2 Advisory Committees and is a Gladstone Community Festival Board Member. Natalie was appointed in December 2015.

Randy Rowlette has lived in Gladstone for 30+ years. He is currently employed by Multnomah County Sheriff's Office in the CJIS Unit (IT). Randy spent 10 years on the Planning Commission (1990's to early 2000's) prior to being reappointed in June, 2016.

Patrick Smith has lived in Gladstone for 35+ years. He is retired from grocery, then consumer products sales management. He was appointed to the Planning Commission in December 2016.

Libby Wentz, has lived in Gladstone for 20+ years. She is a Field Representative with the US Census. She currently serves on the Traffic Safety Commission and was appointed in December 2016.

Andriel Langston has lived in Gladstone for 3.5 years. He is a Project Engineer for LMC Construction – a construction management firm. He was appointed in December 2017.

Notice of the Commission vacancy was previously advertised in the City's newsletters and on the city's website. As of this date applications for appointment to the Planning Commission have been received from:

- Clair Coy
- Joe Johnson
- Les Poole

Proposal:

There is one term on the Planning commission that expired December 31, 2018. The Planning Commission consists of seven (7) residents who are appointed by the City Council based on their qualifications. Planning Commission members are appointed to four year terms.

Options:

- 1) Appoint an applicant to the Planning Commission for term to expire 12-31-2022.
- 2) Do not appoint an applicant to the Planning Commission
- 3) Continue to advertise for vacant positions.

Cost Impact:

No impact.



Department Head: Tami Bannick  
Date: 01/03/2019



Administration: Jacquie Betz  
Date: 01/03/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Commission
- Audit Committee
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Board

NAME: Clair Coy

ADDRESS: 6329 Glen Echo Ave. Gladstone, OR. 97027

TELEPHONE: (HOME) \_\_\_\_\_ (WORK/CELL) 503.679.6644

EMAIL: clair1coy@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: almost 20 years

OCCUPATION/EMPLOYER (state your specific line of business): Transportation - I work for United Van Lines as long distance dispatcher. I am very experienced in DOT laws and safety requirements.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: We have raised our kids here. Now 2 in college and last in highschool, we are excited to have more time to ourselves. Camping this spring; summer and watching our daughter play some college softball is on the books.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Aside from just living in Gladstone and raising kids here, I haven't had very much involvement in city activities but would love to, hence reason for applying.

Have you ever applied for a Committee Position Before?  YES  NO

If yes, when? \_\_\_\_\_ What Committee? \_\_\_\_\_

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).

I have been coming to city council meetings and planning commission meetings in order to get some assistance with

SIGNATURE: Clair Coy DATE: 11/20/18



Some things I have been working on. Once I was there and involved, I really have enjoyed it. I especially enjoy the roll of the planning commissioners. The communication with the community members when helping them to work through their issues is something I can see myself really excelling at. My family and friends will tell you that I am a good one to have in your corner when you are trying to accomplish something. I have actually wondered how I could use this particular set of skills in order to make a difference in my community. It seems I may have found a way.

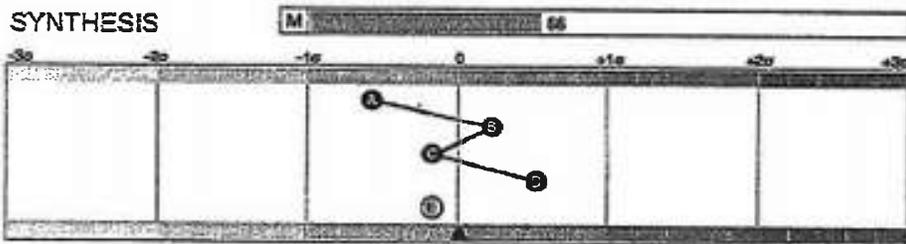
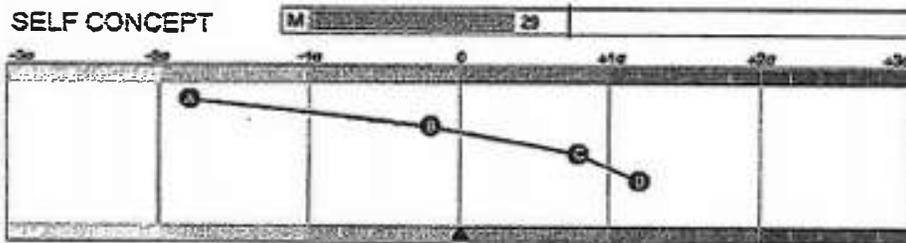
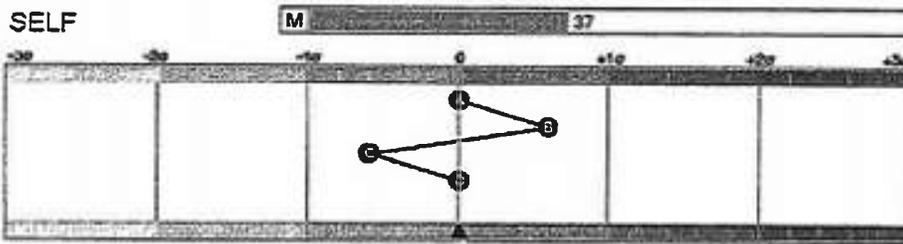
I took a required personality test for a job a couple of years ago. I attached it here because I feel it very accurately portrays some of my characteristics, especially when it comes to working as a team. My position is in management now, however I am still part of the team and thrive off making our agency even more successful than the year before.



Clair Coy

Assessment Date 10/16/2016  
Report Date 10/17/2016

The results of The Predictive Index® Behavioral Assessment should always be reviewed by a trained PI analyst. The PI® Behavioral report provides you with a brief overview of the results of the behavioral assessment and prompts you to consider many aspects of the results not contained in the overview. If you have not yet attended The Predictive Index Management Workshop™, please consult someone who has attended in order to complete the report.



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## Strongest Behaviors

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Clair will most strongly express the following behaviors:

- Proactively connects quickly to others; she's open and sharing of herself. Builds and leverages relationships to get work done.
- Comfortably fluent and fast talk, in volume. She enthusiastically persuades and motivates others by considering their point of view and adjusting her delivery.
- Collaborative; usually works with and through others. Intuitive understanding of team cohesion, dynamics, and interpersonal relations.

## Summary

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Clair is a very congenial, friendly communicator, affable, poised, capable of projecting enthusiasm and warmth, and motivating others.

An intense person, she works at a fast pace with emphasis on getting things done by working cooperatively with and through people. She understands people well, and uses that understanding effectively in motivating and persuading others to do what needs to be done to achieve the organization's goals.

Clair is a dedicated teamworker who will dependably function within the framework of plans and policies decided upon and expressed by company management. She is collaborative by nature, and works to control risk by ensuring input from others on decisions that are outside of established policies. When making such unusual, or risk decisions, she will work with trusted advisors, subject-matter experts, or management leadership to make a well-accepted, well-researched decision.

Clair derives satisfaction from bringing out the best in others and takes pride in contributing to the business' success in that way. At ease and self-assured with groups, Clair is capable of selling the company's policies and values. While she will delegate to subordinates, she will also follow up closely and carefully and in a friendly and helpful manner.

Quick and accurate in handling details as long as they are only an intermittent aspect of her work, she will become impatient and less effective if frequently required to work with repetitive routines.

## Management Style

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As a manager of people or projects, Clair will be:

- Focused on guiding her team to achieve predetermined company goals, in a friendly, driven, and proactive manner
- Amenable to delegating authority and details to trusted employees; her follow-up will be quick, helpful, and close ensuring that both her personal standards and the company's standards have been followed and met
- Proactive in bringing her ideas forward; takes action on them only after gaining agreement with key colleagues and/or proof that they'll be successful
- Collaborative in approach; she's eager to gather input from others, and is open to their viewpoints, but will be unlikely to go against proven solutions
- Cautious with risky decisions; she will defer to management, colleagues, or trusted advisors to mitigate risk and ensure agreement before moving forward
- A lively, positive, and genuine company spokesperson.

## Influencing Style

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As an influencer, Clair will be:

- Congenial and persuasive – focused on building a solid, trusting relationship with others – concerned about saying and doing the right thing
- Motivated in working with and through others to influence; confident in her abilities to persuade and influence others when following a proven method
- Thoughtful in what she does, says, and communicates to others – concerned about risking the relationship; cautious not to over-commit
- Sincere – will speak and present information in a logical and organized manner.
- Confident when persuading others in ways that are proven to work; reluctant to 'think on her feet,' preferring to be well prepared and follow a predefined plan.

## Management Strategies

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To maximize her effectiveness, productivity, and job satisfaction, consider providing Clair with the following:

- Clear definition of her responsibility, authority, and organizational relationships
- Specific training in her job
- Opportunities for involvement, interaction, and communication with people as a major aspect of her work
- Assurance of the support and guidance of management, trusted advisors, or her team, particularly during periods of change or new developments
- Social and status recognition as rewards for achievement and demonstration of team spirit.

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CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- |                                     |   |                          |   |
|-------------------------------------|---|--------------------------|---|
| <input type="checkbox"/>            | Budget Committee                              | <input type="checkbox"/> | Park & Recreation Board                 |
| <input checked="" type="checkbox"/> | Planning Commission (Review GMC Chapter 2.28) | <input type="checkbox"/> | Library Board (Review GMC Chapter 2.25) |
| <input type="checkbox"/>            | Traffic Safety Commission                     | <input type="checkbox"/> | Senior Center Advisory Board            |
| <input type="checkbox"/>            | Audit Committee                               |                          |   |

NAME: Joe Johnson

ADDRESS: 17505 Kirkwood Rd

TELEPHONE: (HOME) 503-557-8511 (WORK/CELL) 971-219-9669

EMAIL: johnson9059@comcast.net

HOW LONG HAVE YOU LIVED IN GLADSTONE: 28 years

OCCUPATION/EMPLOYER (state your specific line of business): Retired Civil Engineer

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Ski, hike, boat, bike, travel,

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:

I was on the Gladstone Planning Commission in the 1990's.



Have you ever applied for a Committee Position Before?  YES  NO

If yes, when? 1990's What Committee? Planning Commission

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).

I would like to help the City make planning decisions in the community. I enjoyed my time when I previously served on th  
the Commission

SIGNATURE: Jason K Johnson DATE: 11/21/19

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

<input type="checkbox"/>	Budget Committee	<input type="checkbox"/>	Park & Recreation Board
<input checked="" type="checkbox"/>	Planning Commission (Review GMC Chapter 2.28)	<input type="checkbox"/>	Library Board (Review GMC Chapter 2.25)
<input type="checkbox"/>	Traffic Safety Commission	<input type="checkbox"/>	Senior Center Advisory Board
<input type="checkbox"/>	Audit Committee		

NAME: Les K. Poole

ADDRESS: 18340 Cornell Place 97027

TELEPHONE: (HOME) 503-659-1683 (WORK/CELL) 503-954-0074

EMAIL: elpee5440@gmil.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 6 years

OCCUPATION/EMPLOYER (state your specific line of business): Semi-retired land use specialist. ~~EM~~

DESCRIBE YOUR ACTIVITIES AND INTERESTS: COMMUNITY AND FAMILY ACTIVITIES, OUTDOOR ACTIVITIES, PHOTOGRAPHY, WRITING, HISTORY, PARKS, TREE PRESERVATION, YOUTH SPORTS

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: FREQUENTLY I SPEAK AT COUNCIL MTGS, AM AN ELKS VOLUNTEER, VETERANS ADVOCATE, PLANNING COMMISSIONER

Have you ever applied for a Committee Position Before?  YES  NO  
If yes, when? 2014-2018 What Committee? LIBRARY SELECTION AND COUNCILLER SELECTION.

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).  
I HAVE SERVED FOR OVER 4 YEARS, AND AM THE PARKS BOARD LIASAN. I CARE DEEPLY ABOUT GLADSTONE, AND THAT'S #1.

SIGNATURE: Les K. Poole DATE: DEC 2, 2018



## Tami Bannick

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**From:** Michael Milch  
**Sent:** Saturday, December 29, 2018 10:12 AM  
**To:** Tami Bannick  
**Cc:** Jacque Betz  
**Subject:** Withdrawal of Planning Commission Application

Tami:

I am withdrawing my application to be considered for appointment to the Planning Commission. I would prefer to focus my time and attention on the Library Board and the Advisory Committee being formed for the Housing-related Code Audit. Please remove my name from the list of Planning Commission applicants on the January 8 City Council agenda. Thank you.

Michael Milch

# City of Gladstone Staff Report

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Report Date: January 2, 2019  
Meeting Date: January 8, 2019  
To: Gladstone City Council  
From: Jacque M. Betz, City Administrator

## AGENDA ITEM

Council Liaison Appointments

### Proposal

At the beginning of the year, the Mayor asks each elected official to let her know where they would like to be assigned as liaisons to various boards, committees, and commissions in Gladstone and in regional areas of interest.

Included in the packet is a copy of the current Council Liaison Appointments. ~~Strikethroughs~~ are where outgoing councilors were assigned and areas where the Mayor would like to discontinue liaison assignments.

This item has been placed on the agenda for discussion purposes.

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Department Head  
Signature

Date

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City Administrator  
Signature

Date

# COUNCIL LIAISON APPOINTMENTS

JANUARY 2018

DEPARTMENT	PRIMARY LIAISON	RESERVE LIAISON
<b>CITY HALL</b>	<b>Mayor Tammy Stempel</b>	<del>Councilor Michael Milch</del>
<b>REGIONAL COMMITTEES</b> C4, Metro, Etc.	<b>Mayor Tammy Stempel</b> <i>With Jacque Betz</i>	<del>Councilor Michael Milch</del>
<b>BUSINESS &amp; CIVIC</b> Community Festival Outreach (LN) Welcome New Business (LN) Regional Economic Development (TS) Chamber of Commerce (LN) Clackamas County Tourism (LN) Business Alliance (LN)	<b>Councilor Linda Neace</b> <b>Councilor Matt Tracy</b> <i>With Jacque Betz</i>	N/A
<b>FIRE DEPARTMENT</b> (Includes CERT)	<del><b>Councilor Pat McMahon</b></del> <i>With Chief O'Connor</i>	<del>Councilor Tom Mersereau</del>
<b>POLICE DEPARTMENT</b> (Includes CERT)	<del><b>Councilor Tom Mersereau</b></del> <i>With Chief Jolley</i>	<del>Councilor Pat McMahon</del>
<b>SENIOR CENTER</b> (Includes CERT)	<del><b>Councilor Pat McMahon</b></del> <i>With Colin Black</i>	<del>Councilor Tom Mersereau</del>
<b>PARKS and RECREATION</b> (Includes Park Master Plan, North Clackamas Urban Watershed Council)	<del><b>Councilor Michael Milch</b></del> <b>Mayor Tammy Stempel</b> <i>With Jim Whynot</i>	<del>Councilor Matt Tracy</del>
<b>TRAFFIC SAFETY</b>	<b>Councilor Neal Reisner</b> <i>With Jim Whynot</i>	<del>Councilor Tom Mersereau</del>
<b>LIBRARY BOARD</b> (Includes Regional)	<b>Councilor Neal Reisner</b> <i>With Mitzi Olson</i>	<del>Councilor Linda Neace</del>
<b>PUBLIC WORKS</b>	<b>Councilor Matt Tracy</b> <i>With</i> <i>Jim Whynot</i>	<del>Mayor Tammy Stempel</del>
Storm – Sewer Infrastructure	<b>Mayor Tammy Stempel</b>	
Water Infrastructure	<b>Councilor Matt Tracy</b>	
Development Liaison Committee	<b>Mayor Tammy Stempel</b>	<del>Councilor Michael Milch</del>
<b>PLANNING</b>	<del><b>Councilor Michael Milch</b></del> <b>Councilor Tom Mersereau</b> <i>With Melissa Ahrens</i>	<del>Mayor Tammy Stempel</del>
<b>SCHOOL DISTRICT / BOARD</b>	<del><b>Councilor Michael Milch</b></del>	<del>Councilor Neal Reisner</del>
<b>CLACKAMAS COUNTY WATER TOURISM STEERING COMMITTEE</b>		
<b>WILLAMETTE FALLS LOCKS PROJECT</b>	<b>Mayor Tammy Stempel</b>	

\*Does not preclude any City Council member from being involved in areas when they have an interest.

